

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
AGENDA OF REGULAR COUNCIL MEETING – FEBRUARY 6, 2023 AT 2:00 P.M.  
CLOSED SESSION PRIOR TO OPEN SESSION AT 1:30 P.M.  
CLOSED SESSION TO FOLLOW OPEN SESSION  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH  
HYBRID MEETING WITH COUNCIL IN PERSON AND VIA WEB CONFERENCING**

**HOW TO JOIN**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://us02web.zoom.us/j/89039013173>

Or join by phone:

Canada: 855 703 8985 (Toll Free) or 1 647 374 4685 (long distance charges may apply)

Webinar ID: 890 3901 3173

**PAGE  
NUMBER**

**CALLING TO ORDER**

**ADOPTION OF THE AGENDA**

Recommendation:

THAT the Agenda for the February 6, 2023 Regular Meeting of Council be accepted and passed.

**DISCLOSURE OF PECUNIARY INTEREST**

**CLOSED MEETING SESSION**

The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically:

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at \_\_\_:\_\_\_ p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.

- 2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

1. REPORTS

- a. Planning & Development Introduction

2. RISE AND REPORT FROM CLOSED MEETING SESSION

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at \_\_\_\_:\_\_\_\_ p.m.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Planning and Development Introduction presentation.

**PRESENTATIONS**

- 1. Grand River Conservation Authority, Samantha Lawson, CAO, and Sonja Radoja, Manager Corporate Services 001
  - 2023 Budget Presentation
- 2. Guelph Wellington Crime Stoppers, Sarah Bowers-Peter, Program Coordinator 073
  - 2023 Update

**RECESS TO MOVE INTO PUBLIC MEETING**

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North recess the February 6, 2023 Regular Meeting of Council for the purpose of holding a Public Meeting under the Planning Act:

- Cobblestone Diversions Inc., Minor Variance
- Cordon Canada Ltd., Minor Variance
- Township of Wellington North, Zoning By-law Amendment

**RESUME REGULAR MEETING OF COUNCIL**

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North resume the February 6, 2023 Regular Meeting of Council at : .

**PASSAGE OF BY-LAWS ARISING FROM PUBLIC MEETING**

- a. By-law Number 010-23 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (WOSR Pt Lot 13, Div 1, RP61R8621, Part 12 and known Municipally as 9442 Highway 6 – Township of Wellington North) 086

Recommendation:

THAT By-law Number 010-23 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North be read a First,

Second and Third time and enacted. (WOSR Pt Lot 13, Div 1, RP61R8621, Part 12 and known Municipally as 9442 Highway 6 – Township of Wellington North)

**DEPUTATIONS**

- |  |     |
|--|-----|
| 1. Rachel Kéry, 421 King St. E., Mount Forest                    | 090 |
| • Zoning proposal for 425-427 King St. E.                        |     |
| 2. Reid Rayfield, 433 King Street East, Mount Forest             | 100 |
| • Rezoning of 425 – 427 King St. East                            |     |
| 3. Farhan Mahmood, Mctrach Capital & 427 Management Service Inc. | 102 |
| • Rezoning of 425 – 427 King St. East                            |     |

**ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING**

- |   |     |
|---|-----|
| 1. Regular Meeting of Council, January 16, 2023   | 104 |
| Recommendation:   |     |
| THAT the minutes of the Regular Meeting of Council held on January 16, 2023 be adopted as circulated. |     |

**BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL**

**ITEMS FOR CONSIDERATION**

- |   |     |
|---|-----|
| 1. MINUTES  |     |
| a. Mount Forest Business Improvement Area, Association Meeting<br>January 17, 2023  | 115 |
| Recommendation:   |     |
| THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Area Association Meeting held on January 17, 2023. |     |
| b. Saugeen Valley Conservation Authority, December 15, 2022   | 119 |
| Recommendation:   |     |
| THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Conservation Authority meeting held on December 15, 2022.             |     |
| c. Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection<br>Committee  |     |
| • Meeting #88, March 25, 2022   | 124 |
| • Meeting #89, July 22, 2022  | 127 |

Recommendation:  
 THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee Meeting #88 held on March 25, 2022 and Meeting #89 held on July 22, 2022.

- d. Grand River Conservation Authority, Summary of the General Meeting - January 27, 2023 132

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Grand River Conservation Authority Summary of the General Meeting held on January 27, 2023.

- e. Maitland Valley Conservation Authority, Members Meeting #11-22, December 21, 2022 133

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Maitland Valley Conservation Authority Members Meeting #11-22 held on December 21, 2022.

2. PLANNING

- a. Planning Report prepared by Matthieu, Senior Planner, County of Wellington, dated February 6, 2023, regarding 25 – 427 King St. E., Mount Forest Zoning By-law amendment. (Mctrach Capital & 427 Management Service) 138

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Planning Report prepared by Matthieu, Senior Planner, County of Wellington, dated February 6, 2023, regarding 25 – 427 King St. E., Mount Forest Zoning By-law amendment. (Mctrach Capital & 427 Management Service)

- b. Report DC 2023-003, Leroy Shantz, Site Plan Agreement, 7340 Sideroad 5 East 146

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DC 223-003 regarding the Final Approval of the Leroy Shantz Site Plan Agreement, 7340 Sideroad 5 East.

- c. Report DC 2023-004, 5053745 Ontario Inc., Site Plan Agreement, Part Park Lot 4, South Side of Durham Street and East Side of Main Street, Plan of the Town being Part 1 61R22218, Township of Wellington North 157

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report DC 2023-004, 5053745 Ontario Inc., Site Plan Agreement, regarding the Final Approval of the 5053745 Ontario Inc., Site Plan Agreement.

- d. Report DC 2023-005, 5053745 Ontario Inc., Development Agreement, Part Park Lot 4, South Side of Durham Street and East Side of Main Street, Plan of the Town being Part 1 61R 22218, Township of Wellington North 172



Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2023-005 being a report on a development agreement for 5053745 Ontario Inc.;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign the by-law to enter into a development agreement with 5053745 Ontario Inc.

### 3. ECONOMIC DEVELOPMENT

- a. Report EDO 2023-001 Arthur and Mount Forest Chamber of Commerce, Memorandum of Understanding 175

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2023 - 001 being a report on the Memorandum of Understanding for the Arthur and Mount Forest Chambers of Commerce.

AND FURTHER THAT The Mayor and the CAO are hereby authorized to sign the By-law to enter into the Memorandums of Understanding.

- b. Report EDO 2023-002 Wellington North Farmers Market 2023 Season 177

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2023-002 Wellington North Farmers Market (WNFM);

AND FURTHER THAT Council approve the WNFM Roles and Responsibilities Agreement with the Victory Church and Community Centre;

AND FURTHER THAT the Economic Development Officer be authorized to sign the Agreement;

AND FURTHER THAT Council direct staff to prepare the necessary temporary road closure permit application for each Saturday from June 17th to Sept. 30th, from 8:30am to noon, for the portion of 320 King St. E at the Fairgrounds entrance in Mount Forest.

- c. Report EDO 2023-003 Senior of the Year, National Volunteer Week, and Volunteer and Newcomer Celebrations 185

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report EDO 2023-003 being a report on the Senior of the Year Award, National Volunteer Week and the upcoming Volunteer and Newcomer Celebration,

AND FURTHER THAT Council, in recognition of the important role that Volunteers, not-for-profit organizations and community groups play in our municipality, supports the mayor's proclamation, proclaiming April 16 - 22, 2023, as National Volunteer Week,

AND FURTHER THAT Council invites all volunteers and newcomers in our community to join us on Thursday April 20th, 2023, from 4:30pm -7:00pm at the Arthur & Area Community Centre for a Volunteer and Newcomer Celebration.

4. FINANCE

- a. Vendor Cheque Register Report, January 26, 2023 190

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated January 26, 2023.

- b. Report TR2023-04 being a report on the 2023 Ontario Municipal Partnership Fund (OMPF) and Ontario Community Infrastructure Fund (OCIF) Allocation 194

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report TR2023-04 being a report on the 2023 Ontario Municipal Partnership Fund (OMPF) and Ontario Community Infrastructure Fund (OCIF) Allocation.

5. OPERATIONS

- a. Report OPS 2023-003 being a report on Council approval of the Cork Street rehabilitation project (Waterloo and Princess Streets) in advance of the formal 2023 capital budget approval 237

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-003 being a report on Council approval of the Cork Street rehabilitation project (Waterloo and Princess Streets) in advance of the formal 2023 capital budget approval;

AND FURTHER THAT Council approve a budget of \$862,000, which will be included, and assumed pre-approved, within the 2023 capital budget for the reconstruction of this section of Cork Street;

AND FURTHER THAT Council direct staff to commence procurement of this project as soon as possible.

- b. Report OPS 2023-007 being a report on the Township's 2022 Drinking Water Systems Annual and Summary Reports 239

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive and approve Report OPS 2023-007 being a report on the Township's 2022 drinking water systems annual and summary report;

AND FURTHER THAT Council directs staff to submit the approved report to the applicable agencies and make the report available to the public.

- c. Frank Vanderloo, P. Eng., B.M. Ross and Associates Limited, 272  
correspondence dated January 30, 2023, regarding Eastridge  
Landing Subdivision (Arthur) – Draft Plan 23T-13001 Phase 4  
(Schmidt Drive, Lots 30 to 56 and Blocks 57 to 61) – Preliminary  
Acceptance for Stage 1, Stage 2, and Stage 3 – Securities  
Reduction

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence dated January 30, 2023 from Frank Vanderloo, P. Eng., B.M. Ross and Associates Limited, regarding Eastridge Landing Subdivision (Arthur) – Draft Plan 23T-13001 Phase 4 (Schmidt Drive, Lots 30 to 56 and Blocks 57 to 61) – Preliminary Acceptance for Stage 1, Stage 2, and Stage 3 – Securities Reduction;

AND FURTHER THAT Council grant 2073022 Ontario Inc. (James Coffey) Preliminary Acceptance for Stages 1, 2 & 3 of Phase 4 (Schmidt Drive) of the Eastridge Landing Subdivision (Draft Plan 23T-13001) in the community of Arthur, and a reduction in Phase 4 securities to \$442,362.00.

- d. Dustin C. Lyttle, P. Eng., Triton Engineering Services Limited, 276  
correspondence dated January 31, 2023, regarding Cachet  
Developments (Arthur) – Phase 2, Preliminary Acceptance Stage I  
and II Municipal Services

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence dated January 31, 2023 from Dustin C. Lyttle, P. Eng., Triton Engineering Services Limited, regarding Cachet Developments (Arthur) – Phase 2, Preliminary Acceptance Stage I and II Municipal Services;

AND FURTHER THAT Council grant Preliminary Acceptance for Stage I and II municipal services for Phase 2 of the Cachet Development in Arthur with the guarantee and maintenance period commencing from the date of Council's resolution to grant Preliminary Acceptance.

6. ADMINISTRATION

- a. Report CLK 2023-006 Appoint Pound Keeper 292

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2023-006 Appoint Pound Keeper;

AND FURTHER THAT Council appoint Steve Dineen as Pound Keeper and shall have the duty of carrying out and enforcing the Pounds Act, R.S.O. 1990, c.P.17, as amended, and any applicable municipal by- laws or any other Act governing impounding of animals;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the appointment By-law.

- b. Report CLK 2023-007 Amending the Agreement to Appoint a Facility to Impound Livestock Under The Pounds Act and to set remuneration 294

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2023-007 being a report on Amending the Agreement to Appoint a Facility to Impound Livestock Under the Pounds Act and to set remuneration;

AND FURTHER THAT the agreement be amended as follows:

That Section 1 of the agreement:

The Township of Wellington North agrees to pay to David Carson Farms & Auction Services Ltd. an annual retainer of \$500.00 to be paid January 1, a hold fee per day per animal of \$20.00, transportation fee of \$1.20 per kilometer and \$100.00 per hour for labour to load livestock.

Be replaced with

The Township of Wellington North agrees to pay to David Carson Farms & Auction Services Ltd. an annual retainer of \$1,000.00 to be paid January 1, a hold fee per day per animal of \$20.00, transportation fee of \$1.50 per kilometer and \$100.00 per hour for labour to load livestock.

AND that the following clause be included in the agreement:

THAT the agreement shall terminated on December 31, 2026.

AND FURTHER THAT the Mayor and Clerk be authorized to sign the By-law to amend the agreement.

- c. Report CAO 2023-002, 2022 Year in Review 296

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CAO 2023-002, 2022 Year in Review.

- d. Report CAO 2023-003 Municipal Modernization& Efficiency Project(s) Update 308

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2023-003;

AND FURTHER THAT Council of the Township of Wellington North endorse utilizing Municipal Modernization Funds to proceed with the following projects:

- Keyless Entry Control
- Asset Management System
- MF Sportsplex Improvements
- Records Management Software/Scanning Project
- Community Satisfaction Survey (Strat Plan) Approved
- WN Fire Services Review
- Growth Management Strategy Update

7. COUNCIL

- a. The Corporation of the Municipality of West Grey, Notice of Application and Public Meeting, dated January 19, 2023, for a Proposed Zoning Bylaw Amendment, JMAR Meats, 311050 Highway 6 313

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Corporation of the Municipality of West Grey Notice of Application and Public Meeting, dated January 19, 2023, for a Proposed Zoning Bylaw Amendment, JMAR Meats, 311050 Highway 6.

- b. Media Release, dated January 26, 2023, Councillor Steve McCabe elected to Rural Ontario Municipal Association (ROMA) Board of Directors 315

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the Media Release dated January 6, 2023 regarding Councillor Steve McCabe elected to Rural Ontario Municipal Association (ROMA) Board of Directors.

- c. County of Wellington, correspondence dated January 27, 2023, regarding Committee Report, County Official Plan Review – Progress Report #8 316

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the County of Wellington correspondence dated January 27, 2023 regarding Committee Report, County Official Plan Review – Progress Report #8.

- d. Warren Fink, 363 Jeremy’s Crescent, correspondence regarding request to rezone 425 & 427 King Street, Mount Forest, from R2 to R3 328

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the correspondence from Warren Fink, 363 Jeremy’s Crescent, regarding request to rezone 425 & 427 King Street, Mount Forest, from R2 to R3.

- e. Barclay Nap, Vice President, Wellington Federation of Agriculture, letter to new Councils. 335

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive the letter to new Councils from Barclay Nap, Vice President, Wellington Federation of Agriculture.

**IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

## **ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION**

Recommendation:

THAT all items listed under Items For Consideration on the February 6, 2023 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

## **CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION**

### **NOTICE OF MOTION**

### **COMMUNITY GROUP MEETING PROGRAM REPORT**

Councillor Renken (Ward 1):

- Recreation, Parks and Leisure Committee
- Wellington North Cultural Roundtable
- Upper Grand Trailway Wellington Sub Committee
- Mount Forest Aquatic Ad Hoc Advisory Committee

Councillor Burke (Ward 2):

- Mount Forest Business Improvement Area
- North Wellington Health Care Corporation Louise Marshall Hospital Board of Directors
- Mount Forest Aquatic Ad Hoc Advisory Committee
- Mount Forest Fireworks Festival Committee
- Lynes Blacksmith Shop Committee

Councillor Hern (Ward 3):

- Mount Forest & District Chamber of Commerce
- Arthur & District Chamber of Commerce
- Arthur Business Improvement Area
- Grand River Conservation Authority

Councillor McCabe (Ward 4):

- Recreation, Parks and Leisure Committee
- Wellington County Farm Safety Committee
- Saugeen Valley Conservation Authority
- Wellington North Health Professional Recruitment Committee
- Upper Grand Trailway Wellington Sub Committee

Mayor Lennox:

- Committee of Adjustment
- Wellington North Power  
Ex Officio on all committees

**BY-LAWS**

- a. By-law Number 004-23 being a by-law to amend By-law 069-16 being a by-law to appoint a facility to impound Livestock under the Pounds Act for the Township of Wellington North 336
- b. By-law Number 005-23 being a by-law to appoint a Poundkeeper for the Township of Wellington North to establish the duties of the Poundkeeper to establish remuneration and repeal By-law 068-16 338
- c. By-law Number 006-23 being a by-law to amend By-law 66-01, being a Zoning By-law for the Township of Wellington North (Part Park Lot 3, RP 60R2483 Pt 1 & 2 and know Municipally as 425-427 King St E, Mount Forest, Mctrach Capital & 427 Management Service Inc.) 339
- d. By-law Number 007-23 being a by-law to authorize the execution of a Memorandum of Understanding with the Arthur and District Chamber of Commerce and repeal By-law 007-21 342
- e. By-law Number 008-23 being a by-law to authorize the execution of a Memorandum of Understanding with the Mount Forest and District Chamber of Commerce and repeal By-law 006-21 346
- f. By-law Number 009-23 being a by-law to authorize the Sale of Real Property Part Lot 10, Concession 7 being Part 1 and 3, 61R 8962 Wellington North, PIN: 71115-0100 (LT) 350
- g. By-law Number 011-23 being a by-law to authorize a Sewage Allocation Agreement between the Corporation of the Township of Wellington North and 5053745 Ontario Inc. (Wilson) 361

Recommendation:

THAT By-law Number 004-23, 005-23, 006-23, 007-23, 008-23, 009-23, 011-23 be read a First, Second and Third time and enacted.

**CULTURAL MOMENT**

- Celebrating The Raw Carrot Soup Enterprise 374

**CLOSED MEETING SESSION**

The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically:

- (b) personal matters about an identifiable individual, including municipal or local board employees;

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at \_\_\_:\_\_\_ p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:

- (b) personal matters about an identifiable individual, including municipal or local board employees;

1. REPORTS

- HR 2023-001 Wellington North Organizational Restructure
- CLK 2023-005 Contraventions of Animal Control By-law, Canine By-law, Zoning By-law, Kennel By-law and Planning Act

2. REVIEW OF CLOSED SESSION MINUTES

- January 16, 2023

3. RISE AND REPORT FROM CLOSED MEETING SESSION

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at \_\_\_\_:\_\_\_\_ p.m.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report HR 2023-001 Wellington North Organizational Restructure AND FURTHER THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North receive Report CLK 2023-005 Contraventions of Animal Control By-law, Canine By-law, Zoning By-law, Kennel By-law and Planning Act;

AND FURTHER THAT Council approve the confidential direction to staff.

Recommendation:

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the January 16, 2023 Council Meeting

**CONFIRMING BY-LAW**

375

Recommendation:

THAT By-law Number 012-23 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on February 6, 2023 be read a First, Second and Third time and enacted.

**ADJOURNMENT**

Recommendation:

THAT the Regular Council meeting of February 6, 2023 be adjourned at \_\_: p.m.



<b>MEETINGS, NOTICES, ANNOUNCEMENTS</b>		
Recreation, Parks and Leisure Committee via video conferencing	Tuesday, February 7, 2023	4:00 p.m.
Economic Development Conference, Toronto	February 7 to February 10, 2023	
Mount Forest Chamber of Commerce, Chamber Office	Tuesday, February 7, 2023	7:00 p.m.
Mount Forest Aquatic Ad-Hoc Advisory Committee, Mount Forest and District Sports Complex – Meeting Room	Tuesday, February 7, 2023	7:00 p.m.
Arthur Chamber of Commerce, Chamber Office	Wednesday, February 8, 2023	5:30 p.m.
Mount Forest BIA, Mount Forest Sports Complex	Tuesday, February 14, 2023	8:00 a.m.
Arthur BIA, via video conferencing	Wednesday, February 15, 2023	7:30 p.m.
Wellington North Cultural Roundtable, Council Chambers	Thursday, February 16, 2023	12:00 p.m.
Regular Council Meeting	Tuesday, February 21, 2023	7:00 p.m.
Regular Council Meeting	Monday, March 6, 2023	2:00 p.m.

**The following accessibility services can be made available to residents upon request with two weeks' notice:**

**Sign Language Services – Canadian Hearing Society – 1-877-347-3427**  
**- Kitchener location – 1-855-656-3748**

**TTY: 1-877-843-0368 Documents in alternate forms CNIB – 1-800-563-2642**



# 2023 Draft Budget

Township of Wellington North  
February 6, 2023



*Photo: GRCA/S. Hannaford*



# About the Grand River Watershed

- The Grand River watershed is the largest in southern Ontario
- The Grand River and its tributaries lie at the heart of one of the richest, fastest growing regions in our province





# About the Grand River Conservation Authority <sup>003</sup>



- Local agency organized on a watershed basis
- Integrated watershed management
- Balance human, environmental, and economic needs



# Strategic Priorities

004

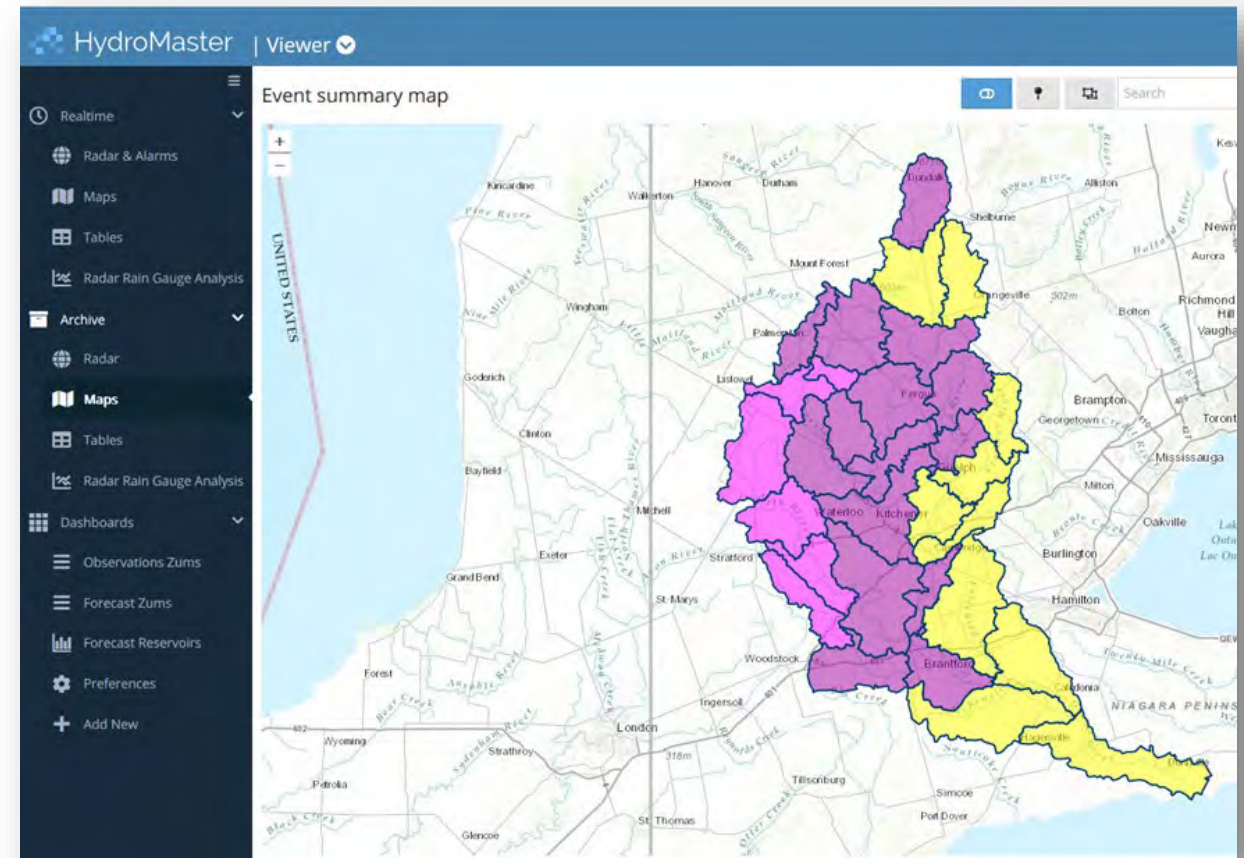
## Protect life and minimize property damage

- Seven dams and reservoirs are actively managed to reduce flood damages and maintain flows



## Protect life and minimize property damage

- Operate advanced flood forecasting and warning system to help prepare for flood events
- More than 30 rainfall and weather gauges provide real-time information to support flood forecasting







## Protect life/property and improve watershed health

### Planning and Development

- Through a Memorandum of Understanding with Wellington County, GRCA provides technical advice to watershed municipalities on Planning Act Applications

## Improve watershed health

### Source Water Protection Program

- Ensure drinking water systems are protected now and in the future
  - Working together to support Wellington Source Water Protection for plan implementation
  - Update Grand River Source Protection Plan to reflect changes and new information

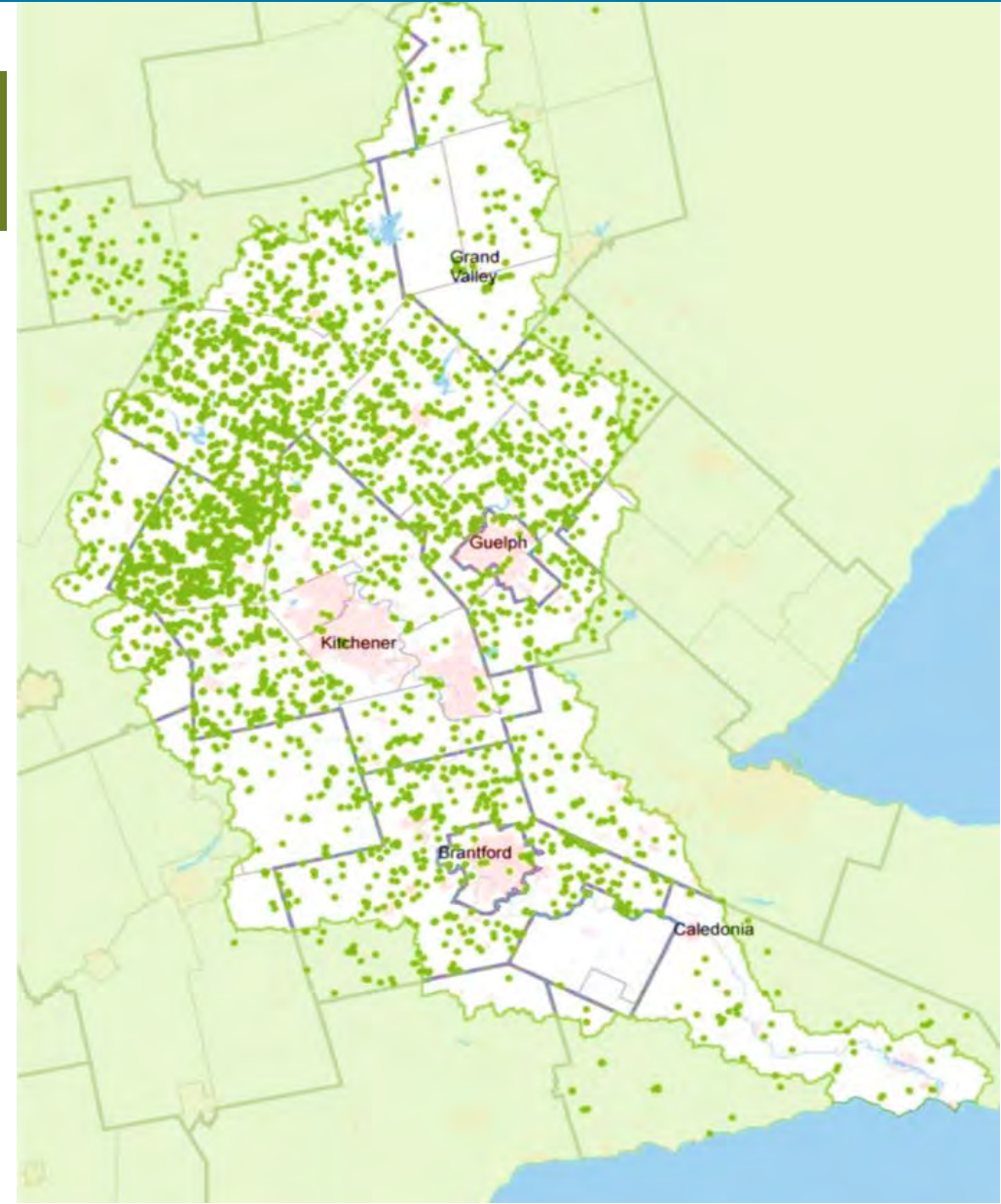




## Improve watershed health

### Rural Water Quality Program (RWQP) watershed-wide success since 1998:

- Over 7,000 projects completed
- \$22 million in grants
- More than \$62 million invested



## Improve watershed health

### **RWQP in Wellington North in 2022:**

- 6 projects completed
- \$10,000 in grants provided by Wellington County

Since 1998, nearly \$1.1 million have been provided in grants to 411 projects, worth more than \$2.9 million.







## Connect people with the environment

- GRCA conservation areas and lands – a vital part of the watershed’s recreational infrastructure





## Responsible land management

- More than 48,000 acres of natural land
- Current initiatives include preparation of a Conservation Area Strategy and Land Inventory

# 2023 Draft Budget Challenges

012

- To manage current economic inflationary pressures.
- To incorporate staff restructuring given retirements in 2022 and new regulations.
- To manage increases in conservation area visitation and infrastructure costs.
- To develop a sustainable business model for the Environmental Education program incorporating the impact of the new regulations.





## Major Assumptions – Operating Budget

- Compensation & Benefits (rate increases, grid movements, benefits) 4% increase, plus staffing increase 3.0 FTE and additional students for Parks. Students will be eligible for OMERS.
- Property tax expense held constant
- Insurance expense - \$140,000 increase
- Administrative expenses held constant (IT expenses increased offset by travel & communications expense decreases)
- Operating expenses held constant
- Increased Park Activity - \$700,000 expense increase
- One time 2022 budget expense items not included in draft #1 budget 2023 - \$415,000

**OUTCOME: Operating Expenses increased \$1,200,000 (4.5%)**

# GRCA 2023 Draft Budget vs. 2022 Budget

014

## Expenditures

EXPENSES	2022	2023	Increase/ Decrease	Percentage Change
Operating	\$26,497,365	\$27,695,188	\$1,197,823	4.5%
% of Total	76%	80%		
Capital	\$5,102,000	\$4,579,000	\$(523,000)	-10.3%
% of Total	15%	13%		
Special Projects	\$3,275,000	\$2,540,000	\$(735,000)	-22.4%
% of Total	9%	7%		
<b>TOTAL EXPENSES</b>	<b>\$34,874,365</b>	<b>\$34,814,188</b>	<b>\$(60,177)</b>	<b>-0.2%</b>

## Expenditures

### Operating Budget (\$27.7 Million)

- Watershed Management (dams, flood forecasting, planning, lands management)
- Conservation Areas
- Environmental Education
- Corporate Services and Communication

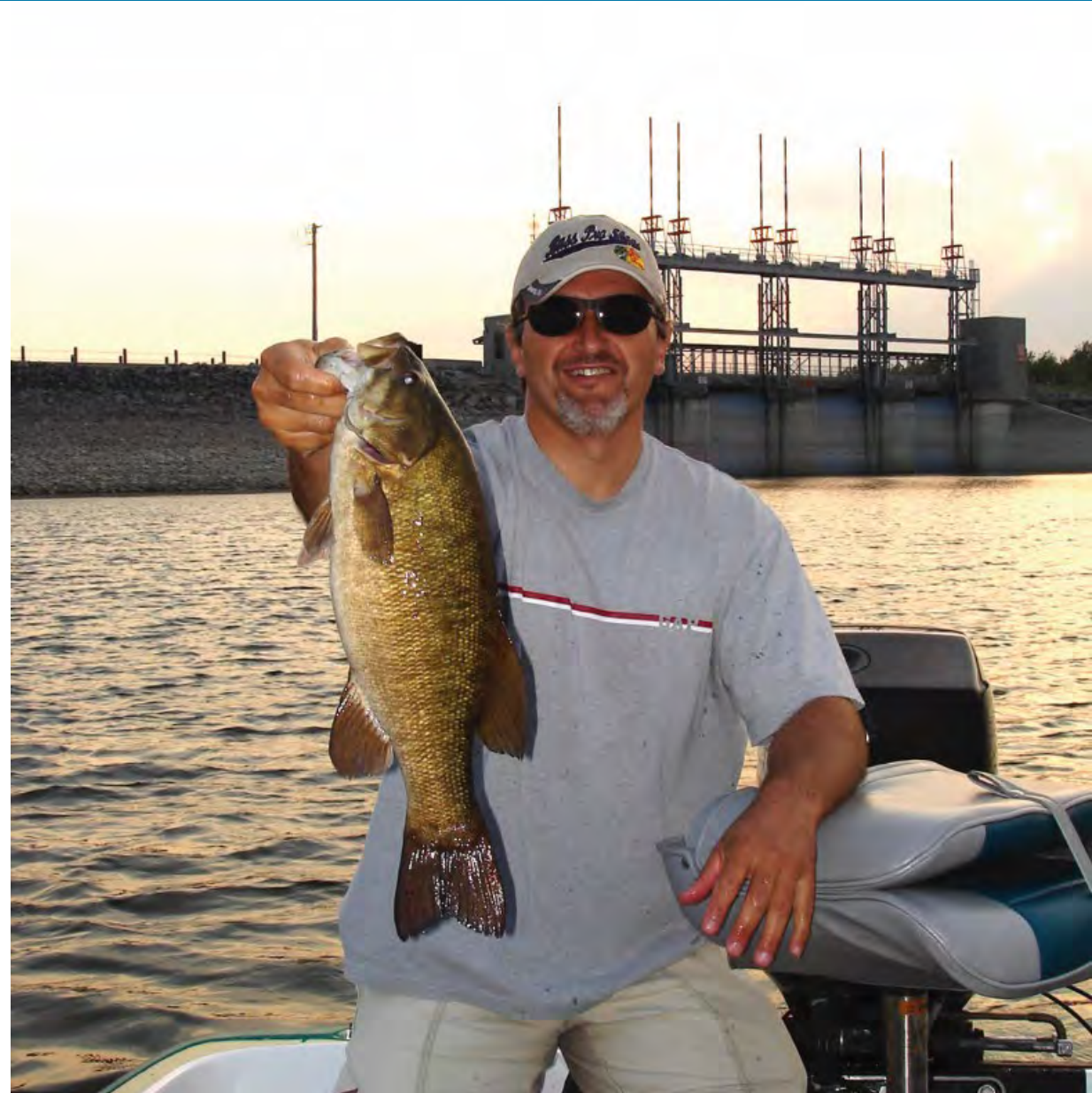




## Expenditures

### Capital Budget (\$4.6 Million)

- Water Control Structures
- Conservation Areas
- Water Equipment  
(Instrumentation, Gauges & Hardware)
- Motor Pool Capital



## 2023 Proposed Capital Projects:

### Water Management Capital (\$1.5 million)

- Maintenance and repairs to dikes and dams

### Conservation Areas (\$2.0 million)

- Estimate including carry forward projects from 2022





## Expenditures

### Special Projects (\$2.5 Million)

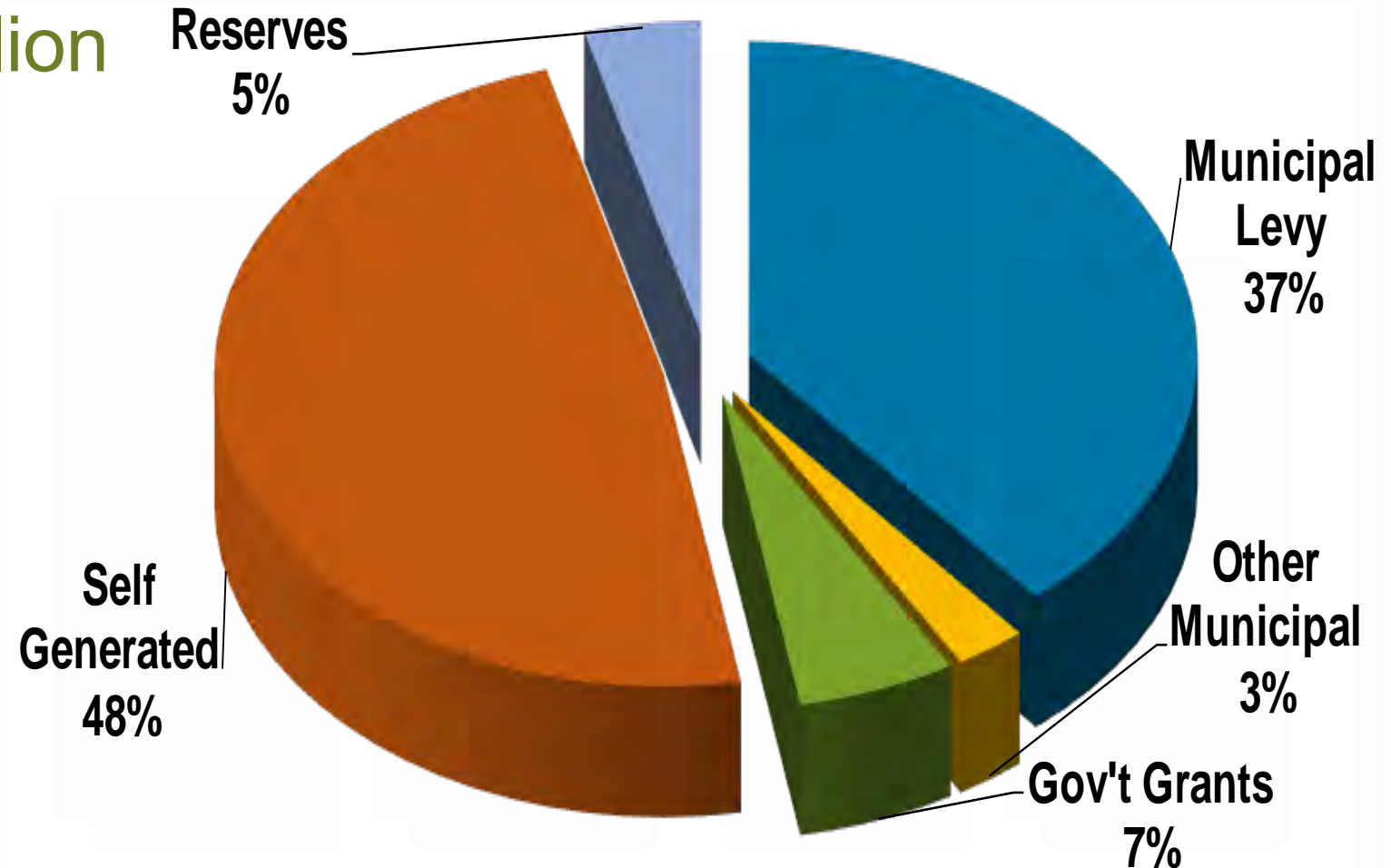
- Source Protection Program
- Rural Water Quality Grants
- Species at Risk
- Sub-watershed Plan
- Wastewater Optimization
- Water Festivals
- Ecological Restoration
- Conservation Services



## Revenue by Category

2023 Budget: \$34.8 million

(2022: \$34.9 million)





# GRCA 2023 Draft Budget

020

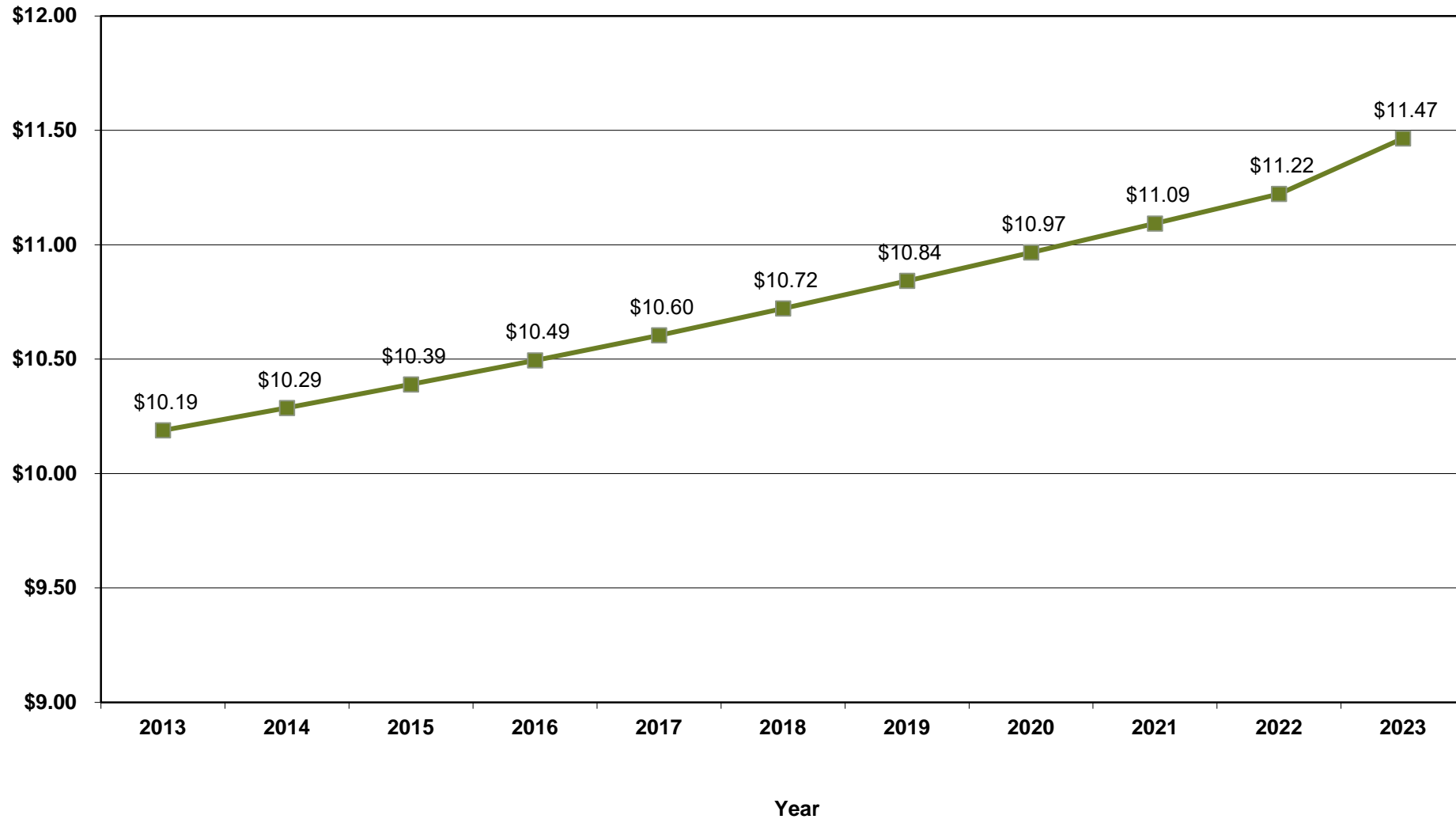
**General Municipal  
Levy \$12,968,000  
Increases:**

- 2021 - 2.5%
- 2022 - 2.5%
- 2023 - 3.5%

**Wellington North—  
3.3%  
(from \$55,274 to  
\$57,083)**



## Per Capita General Levy 2013 to 2023





# Questions?

022





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January 25, 2023

By Email: [kwallace@wellington-north.com](mailto:kwallace@wellington-north.com)

Karren Wallace, Clerk  
Township of Wellington North  
7490 Side Road 7W, Box 125  
Kenilworth, ON N0G 2E0

Dear Karren Wallace

**Re: 2023 Grand River Conservation Authority Budget and Levy Meeting**

Please be advised that the Annual General Meeting of the Grand River Conservation Authority will be held on Friday, February 24, 2023, at 9:30 a.m., to consider the 2023 Budget and General Municipal Levy.

The attached report, which includes the most recent draft of the 2023 Budget, will be presented to the GRCA General Membership on January 27, 2023. Based on board direction to staff, this draft budget includes a General Levy of \$12,968,000 which represents a 3.5% increase over 2022. The General Levy, if approved at the Annual General Meeting, will be apportioned to watershed municipalities on the basis of "Modified Current Value Assessment" as defined in Ontario Regulation 670/00.

The attached draft 2023 Budget outlines the programs and services of the Grand River Conservation Authority and how those programs are expected to be funded in 2023. Also attached is a calculation of the apportionment of the 2023 General Levy to participating municipalities. Should you have any questions concerning the draft Budget or the levy apportionment, please contact the undersigned.

Yours truly,

A handwritten signature in black ink that reads "Karen Armstrong".

Karen Armstrong,  
Deputy CAO and Secretary-Treasurer



# Grand River Conservation Authority

**Report number:** GM-01-23-04

**Date:** January 27, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** Budget 2023 – Draft #2

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## Recommendation:

THAT Report 01-23-04 - Budget 2023 - Draft #2 be received as information;

AND THAT an amount equal to any undesignated surplus realized from the 2022 year-end operating results be transferred to the Transition reserve at the end of 2022.

## Summary:

This draft continues to present a balanced budget position for 2023.

This draft of the budget includes the following significant changes since the October 28, 2022 draft #1 budget report:

- \$1,060,000 Special Projects spending
- (\$1,060,000) Special Project funding increased
- \$ 475,000 Motor Pool capital spending increased
- (\$ 475,000) Transfer from Motor Pool Reserve increased

This report includes a recommendation to transfer a portion of the 2022 operating surplus into the transition reserve at year-end 2022.

The Final Budget will include adjustments to the Conservation Area program, Outdoor Education Program, Forestry (Tree Planting) program, special projects, expenses carried forward from 2022, and the 2022 surplus carry forward (based on audited 2022 results). These adjustments are not anticipated to affect the 2023 budgeted general levy increase of 3.5%.

This draft includes the following amounts:

- Expenditures \$34,814,188
- General Municipal Levy \$12,968,000 (\$438,000 or 3.5% increase over prior year)
- Provincial Water and Erosion Control Infrastructure (WECl) Grant \$700,000
- Provincial Source Protection Program Grant \$640,000
- Reserves to decrease by \$1,379,500 in 2023

## Report:

The final 2023 budget will be presented for approval at the February 24, 2023 General Membership Meeting.

This draft of the 2023 Budget includes the following changes made since the October 28, 2022 General Membership Meeting:

### Special Projects Budget 2023 (net increase in expenses \$1,060,000):

- \$ 130,000 Waste Water Optimization Project expenses increased
- \$ 130,000 Provincial funding increased

\$ 100,000	Ecological Restoration Project expenses increased
\$ 100,000	Other Donations funding increased
\$ 25,000	Haldimand Water Festival expenses increased
\$ 25,000	Municipal Government funding increased
\$ 35,000	Brant/Brantford Water Festival expenses increased
\$ 35,000	Donation funding increased
\$ 30,000	Species at Risk expenses increased
\$ 30,000	Federal Government funding increased
\$ 75,000	Nature Smart Climate Solutions expenses increased
\$ 75,000	Federal Government funding increased
\$ 85,000	Profit Mapping expenses increased
\$ 85,000	Provincial funding increased
\$ 80,000	Subwatershed Study-City of Kitchener
\$ 80,000	Municipal Funding-Other
\$500,000	Guelph Lake NC Building expenses increased
\$500,000	Foundation funding increased

Capital Budget 2023 (net increase in expenses \$475,000)

\$475,000	Motor Pool Equipment expenses increased (from \$375K to \$850K)
\$475,000	Transfer from Motor Pool Reserve increased

Operating Budget 2023 (no changes for draft #2)

Transition Reserve

The transition reserve was established at year-end 2020. The purpose of the reserve is to fund expenditures related to the transitioning of GRCA to new provincial regulations requirements and/or fund costs related to managing expenses impacted by COVID-19 or revenue losses due to COVID-19. It is recommended that any 2022 year-end operating surplus that has not been designated to be incorporated into the 2023 budget be transferred to the transition reserve in 2022. By February, the year-end audit will have been completed and the year-end 2022 operating surplus will be finalized and the amount to be transferred into this reserve will be incorporated into the 2023 final budget report at the February 24, 2023 General Meeting.

Significant Outstanding Budget Items

Draft #2 operating budget continues to assume status quo operations. After actual 2022 figures are finalized, the final budget will be prepared and the outstanding matters listed below will be addressed.

(a) Year 2022 Carry forward Adjustments

2022 Surplus carry forward

Budget 2023 draft #2 assumes a \$100,000 surplus carry over from year 2022. The December 2022 Financial Summary for year-end 2022 forecasts a \$650,000 surplus. Some surplus will be carried over to 2023 to cover additional costs added to the 2023 budget. Staff recommend that any 2022 surplus that is not required to achieve a breakeven 2023 budget (i.e. municipal levy increase kept to 3.5%) be transferred into the transition reserve as outlined above. The amount of surplus to be transferred to the transition reserve is estimated to be \$300,000 to \$500,000. The 2022 carry forward surplus will be updated based on the actual yearend results.

2022 Special Projects carry forward

Any projects commenced in year 2022 or earlier and not completed by December 31, 2022 will be carried forward and added to Budget 2023 (i.e. both the funding and the expense will be added to Budget 2023 and therefore these adjustments will have no impact on the breakeven net result).

(b) Conservation Areas

Conservation Area 2023 budgeted revenue is \$10,000,000. Actual 2022 revenue is approximately \$11,200,000. The final budget version will include revised operating and capital expense amounts. The program is budgeted to break even.

(c) Outdoor Education Program.

Following an analysis of actual 2022 expenses the final budget version will be revised as considered necessary.

(d) Forestry (Tree Planting) Program

Following an analysis of actual 2022 expenses the final budget version will be revised as considered necessary.

(e) Major Water Control Structures Capital Maintenance Expenditures

A final determination of the amount of spending to be added to Budget 2023 will be impacted by unspent amounts from 2022 that will be carried forward to 2023, including the use of the reserve for 2023 projects. Current government funding opportunities includes the Disaster Mitigation and Adaptation Fund (DMAF), the National Damage Mitigation Program (NDMP), and the Provincial Water and Erosion Control Infrastructure (WECI) Program.

Attached are the following related documents:

- Budget 2023 Timetable
- Summary Reserve Report – Budget 2023
- Preliminary Budget 2023 Package to Municipalities

**Financial Implications:**

In this draft, the GRCA is proposing a \$34,814,188 budget. A net decrease to reserves of \$1,379,500 is budgeted.

The current inflationary economic situation and supply chain challenges have the potential to result in significant unbudgeted cost increases, in particular for large purchases/capital projects, which in turn may result in outcomes such as deferral of projects, changes in the scope of projects, and/or the use of reserves to fund unbudgeted costs.

**Other Department Considerations:**

None

**Prepared by:**

Sonja Radoja  
Manager of Corporate Services

**Approved by:**

Karen Armstrong  
Deputy CAO/Secretary-Treasurer

Samantha Lawson  
Chief Administrative Officer



# **2023 BUDGET**

**(Draft to January 27, 2023 General Board Meeting)**

**Grand River Conservation Authority**

**2023 Budget**

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## GRCA 2023 Budget Highlights

The Grand River Conservation Authority is a successful partnership of municipalities, working together to promote and undertake wise management of the water and natural resources of the Grand River watershed.

The Grand River stretches 300 kilometres from Dundalk in Dufferin County to Port Maitland on Lake Erie. It takes in one of the fastest growing regions in the province, with a population of approximately 1,000,000. The Grand River watershed is also home to some of the most intensively farmed land in the nation.

The prospect of high growth and the impact on water and natural resources and the quality of life present an enormous challenge to the GRCA, municipalities and all watershed residents. It creates an urgent need to work co-operatively to care wisely for the Grand River and its resources.

The work of the GRCA is divided into seven business areas:

- Reducing flood damages
- Improving water quality
- Maintaining reliable water supply
- Protecting natural areas and biodiversity
- Watershed planning
- Environmental education
- Outdoor recreation

In order to carry out these functions, the GRCA draws revenues from a variety of sources:

- User fees, such as park admissions, nature centre programs, planning fees and others
- Revenues from property rentals and hydro generation at our dams
- Municipal levies, which are applied primarily to watershed management programs
- Municipal grants dedicated to specific programs, such as the Rural Water Quality Program and Water Quality Monitoring
- Provincial transfer payments for water management operating expenses
- Provincial grants for specific purposes, such as the provincial Source Protection Program and Capital Projects related to water management
- Donations from the Grand River Conservation Foundation for programs such as outdoor education, tree nursery operations and various special projects
- Federal grants and other miscellaneous sources of revenue

The GRCA continues to work on the updates and implementation of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region, including the Grand River watershed, as part of the provincial Source Protection Program under the *Clean Water Act, 2006*. Besides supporting municipalities and other agencies in implementing the plans, the focus in 2023 continues on completing updates to the Grand River Source Protection Plan, including development of water quantity policies, updating water quality vulnerability assessments, and the development of the annual progress report for the Grand River Source Protection Plan.

In 2022 terms of reference for a watershed-based resource management strategy was completed as part of the requirement of the Conservation Authorities Act to develop a watershed strategy. In 2023, the focus will be on developing a draft watershed-based resource management strategy and engage municipalities through the Water Managers Working group. The existing water management plan will provide important information to the watershed strategy.

Bill 23 – More Homes Built Faster Act, 2022 impacts the 2023 Budget to the extent that certain fees are being frozen and there is the potential for revenue declines due to restrictions on natural heritage resource planning services offered by Conservation Authorities.

## **1. Watershed Management and Monitoring**

Watershed management and monitoring programs protect watershed residents from flooding and provide the information required to develop appropriate resource management strategies and to identify priority actions to maintain a healthy watershed. Activities include operation of flood and erosion control structures such as dikes and dams; flood forecasting and warning; water quality monitoring; natural heritage restoration and rehabilitation projects; water quantity assessment; watershed and subwatershed studies.

### **Operating Expenditures:**

Water Resources Planning and Environment	\$2,338,900	(Table 1)
Flood Forecasting and Warning	\$ 923,000	(Table 2)
Water Control Structures	\$1,944,200	(Table 3)

**Capital Expenditures:** **\$1,800,000** (Section B)

**Total Expenditures:** **\$7,006,100**

**Revenue sources:** Municipal levies, provincial grants and reserves

## **2. Planning**

Program areas:

- a) Natural Hazard Regulations  
The administration of conservation authority regulations related to development in the floodplain, and other natural hazards e.g. wetlands, slopes, shorelines and watercourses.
- b) Plan Input and Review  
Planning and technical review of municipal planning documents and recommending policies related to natural hazards; providing advice and information to municipal councils on development proposals and severances; review of environmental assessments.

**Operating Expenditures:** **\$2,574,200** (Table 4)

**Capital Expenditures:** **NIL**

**Revenue sources:** Permit fees, enquiry fees, plan review fees, and municipal levy

### **3. Watershed stewardship**

The watershed stewardship program provides information and/or assistance to private and public landowners and community groups on sound water and environmental practices that will enhance, restore or protect their properties. Some activities are reforestation/tree planting through the Burford Tree Nursery, the Rural Water Quality Program, restoration and rehabilitation projects. The program also, provides conservation information through workshops, publications, the web site and media contacts.

#### **Operating Expenditures:**

Forestry & Conservation Land Taxes	\$ 1,402,500 (Table 5)
Conservation Services	\$ 605,700 (Table 6)

**Capital Expenditures:** NIL

**Total Expenditures:** \$ 2,008,200

#### **Revenue sources:**

Municipal levies and grants, provincial grants, tree sales, landowner contributions, donations from the Grand River Conservation Foundation and other donations.

### **4. Conservation Land Management**

This includes expenses and revenues associated with the acquisition and management of land owned or managed by the GRCA including woodlots, provincially significant wetlands (e.g. Luther Marsh, Dunnville Marsh), passive conservation areas, rail-trails and a number of rental properties. Activities include forest management, woodlot thinning, and hydro production at our dams.

#### **Operating Expenditures:**

Conservation Lands, Rentals, Misc	\$4,218,800 (Table 10-Conservation Lands)
Hydro Production	\$ 212,000 (Table 10-Hydro Production)

**Capital Expenditures:** NIL

**Total Expenditures:** \$4,430,800

#### **Revenue sources:**

Property rentals, hydro production, timber sales, conservation land income, donations from the Grand River Conservation Foundation

### **5. Education**

The GRCA operates six nature centres, which provide curriculum-based programs to about 50,000 students from six school boards and independent schools throughout the watershed. In addition, about 16,000 members of the public attend day camps and weekend family and community events.

**Operating Expenditures:** \$810,100 (Table 8)

**Capital Expenditures:** NIL



**Revenue sources:** School boards, nature centre user fees, community event fees, donations from the Grand River Conservation Foundation and municipal general levy.

## **6. Recreation**

This includes the costs and revenues associated with operating the GRCA's 11 active conservation areas. The GRCA offers camping, hiking, fishing, swimming, skiing and other activities at its parks. It provides 2,200 campsites, making it the second-largest provider of camping accommodation in Ontario. About 1.7 million people visit GRCA parks each year.

**Operating Expenditures:**       \$ 8,500,000 (Table 10)  
**Capital Expenditures:**       \$ 2,000,000 (Section B)  
**Total Expenditures:**         \$ 9,800,000

**Revenue sources:**  
 Conservation Area user fees, government grants, reserves and donations.

## **7. Corporate services & Strategic Communications**

This includes the cost of head office functions such as accounting and human resources, as well as the cost of facilities, insurance, consulting and legal fees and expenses relating to the General Membership.

### **Operating Expenditures:**

Strategic Communications       \$ 597,500 (Table 7)  
 Corporate Services               \$3,568,288 (Table 9)

**Capital Expenditures:**       \$ 779,000 (Section B)

**Total Expenditures:**         \$4,944,788

**Revenue sources:** Municipal levies and reserves.

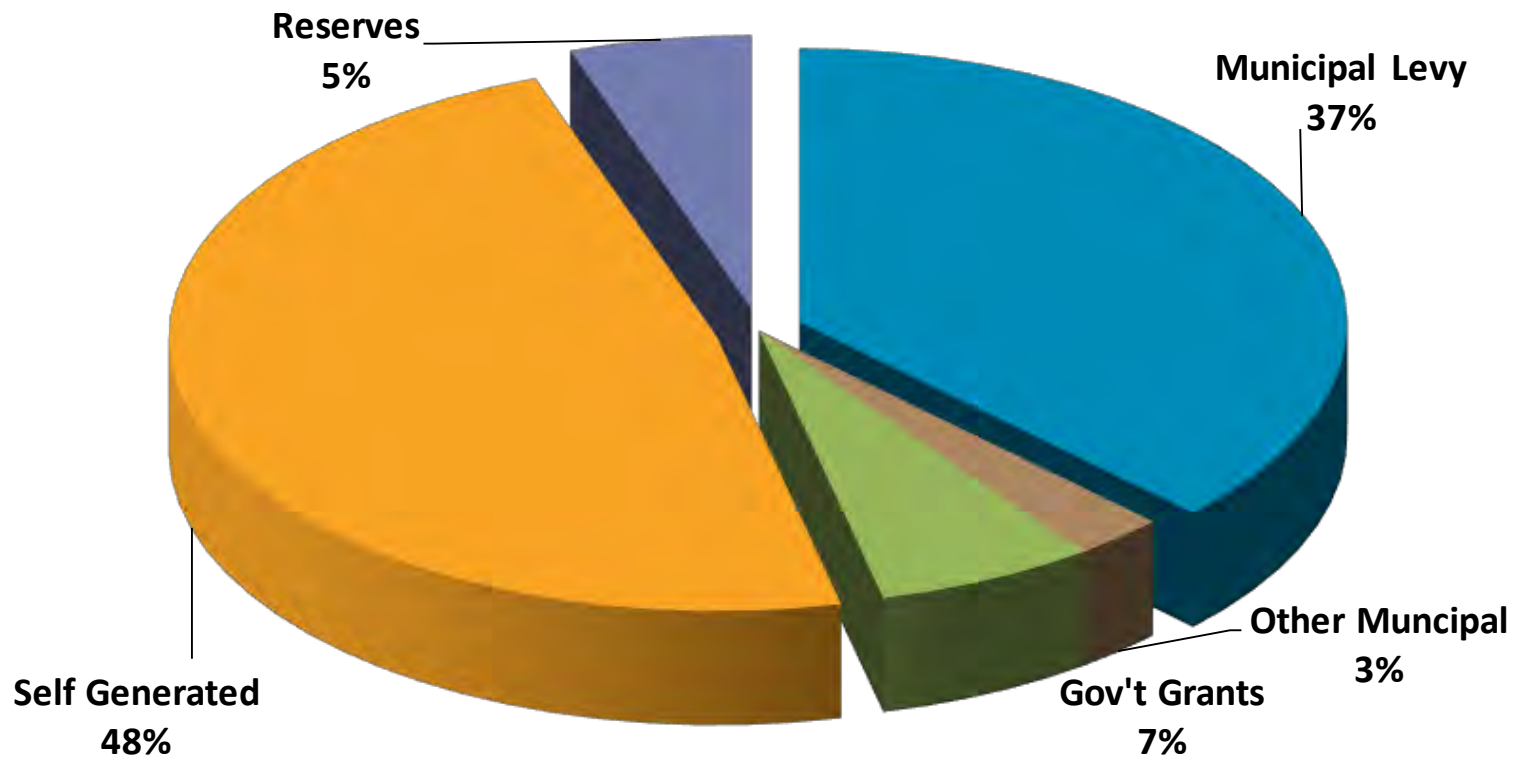
## GRAND RIVER CONSERVATION AUTHORITY

**BUDGET 2023 - Summary of Revenue and Expenditures**

FUNDING		Actual 2021	Budget 2022	Budget 2023	Budget Incr/(decr)
Municipal General Levy Funding		12,225,000	12,530,000	12,968,000	438,000 3.50%
Other Government Grants		3,131,738	3,927,188	3,172,188	(755,000) -19.2%
Self-Generated Revenue		16,021,037	16,273,177	16,803,000	529,823 3.3%
Funding from Reserves		494,912	2,144,000	1,871,000	(273,000) -12.7%
<b>TOTAL FUNDING</b>		<b>31,872,687</b>	<b>34,874,365</b>	<b>34,814,188</b>	<b>(60,177)</b> -0.2%
EXPENDITURES		Actual 2021	Budget 2022	Budget 2023	Budget Incr/(decr)
Base Programs - Operating includes funding to reserves	SECTION A	27,048,151	26,497,365	27,695,188	1,197,823 4.52%
Base Programs - Capital	SECTION B	2,150,870	5,102,000	4,579,000	(523,000) -10.25%
Special Projects	SECTION C	2,106,489	3,275,000	2,540,000	(735,000) -22.4%
<b>TOTAL EXPENDITURES</b>		<b>31,305,510</b>	<b>34,874,365</b>	<b>34,814,188</b>	<b>(60,177)</b> -0.2%
<b>NET RESULT</b>		<b>567,177</b>	<b>-</b>	<b>-</b>	

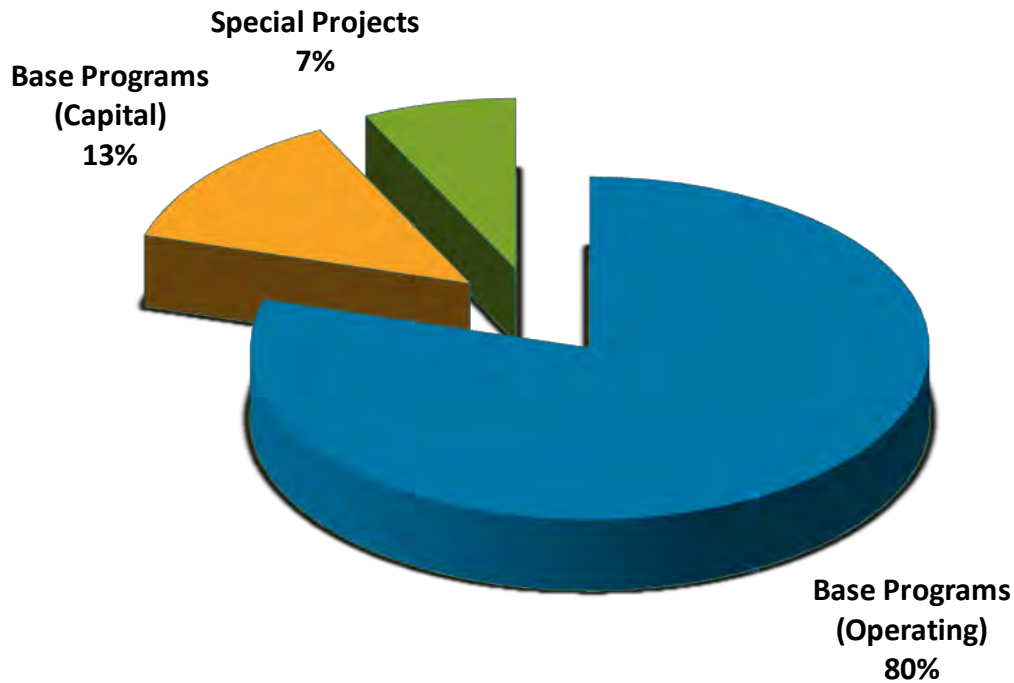
# 2023 Budget – Revenue by Source

Total 2023 Budget Revenue = \$34.8 Million (\$ 34.9 Million in 2022)

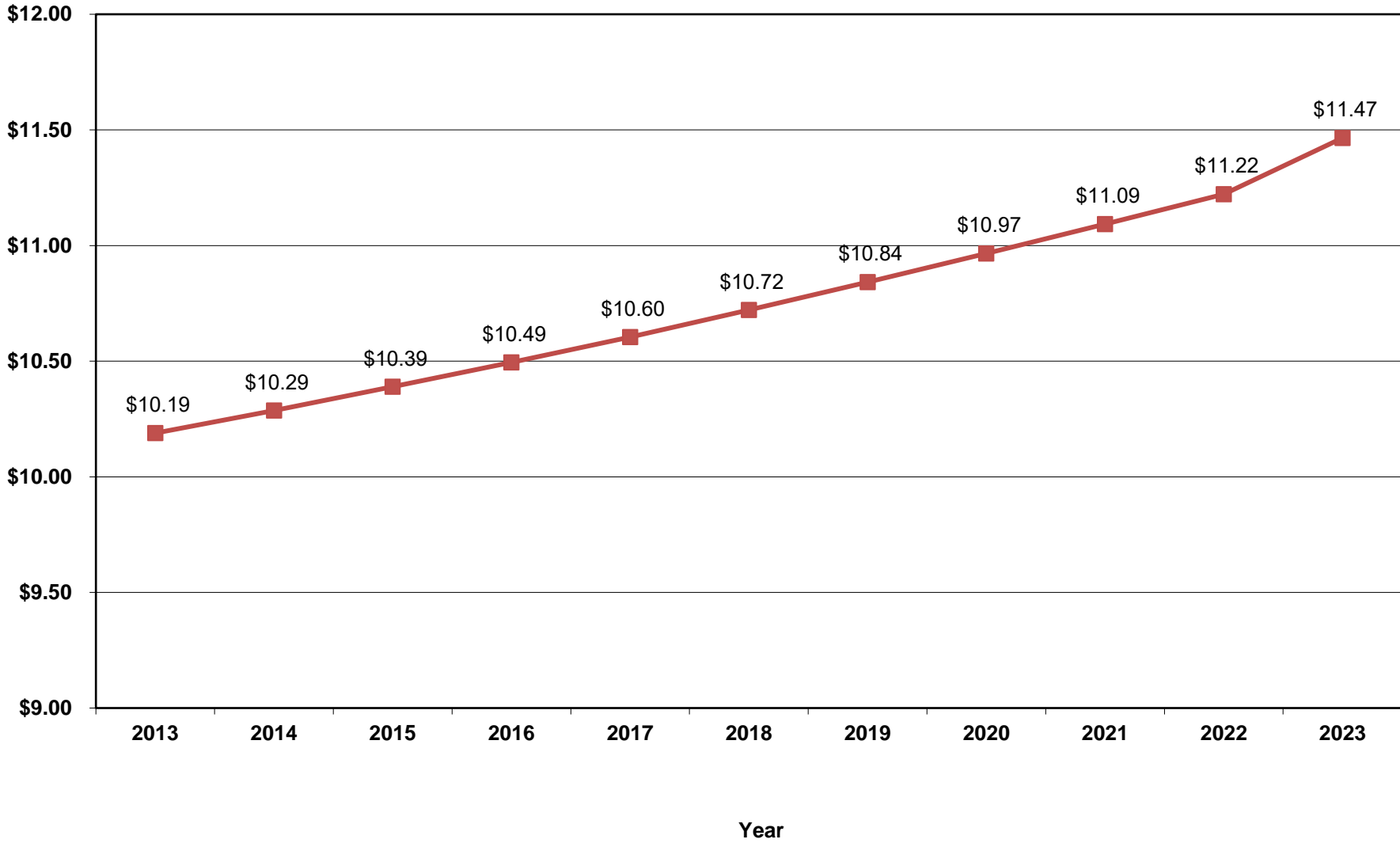


# 2023 Budget – Expenditures by Category

2023 Budget Expenditures = \$34.8 Million (\$ 34.9 Million in 2022)



### Grand River Conservation Authority Per Capita General Levy 2013 to 2023



GRAND RIVER CONSERVATION AUTHORITY

**Budget 2023 - Summary of Expenditures, Funding and Change in Municipal Levy**

		TABLE 1	TABLE 2	TABLE 3	TABLE 4	TABLE 5	TABLE 6	TABLE 7	TABLE 8	TABLE 9	TABLE 9	TABLE 10	TABLE 10	TABLE 10	TOTAL		
		Water Resources Planning & Environment	Flood Forecasting & Warning	Water Control Structures	Resource Planning	Forestry & Conservation Land Taxes	Conservation Services	Communications	Environmental Education	Corporate Services	Loss/(Surplus) impact on Municipal Levy Increase	Conservation Land and Rental Management and Misc	Hydro Production	Conservation Areas			
<b>2023 OPERATING</b>																	
TOTAL EXPENSES	A	2,338,900	923,000	1,944,200	2,574,200	1,402,500	605,700	597,500	810,100	3,568,288		4,218,800	212,000	8,500,000	27,695,188	A	
TOTAL OTHER FUNDING	B	87,500	224,338	355,350	1,189,000	607,000	31,000	0	500,000	135,000		3,368,000	580,000	8,500,000	15,577,188	B	
"Other Programs" Surplus/(Loss)	B less A															(482,800)	
Loss to be offset with Surplus	C															(482,800)	
Surplus 2021 carried forward to 2022																100,000	
2023 Levy	A less B less C	2,251,400	698,662	1,588,850	1,385,200	795,500	574,700	597,500	310,100	3,433,288	382,800	0	0	0	12,018,000	C	
<b>NET RESULT</b>																	
<b>0</b>																	
<u>Levy Increase:</u>																	
2023 Levy		2,251,400	698,662	1,588,850	1,385,200	795,500	574,700	597,500	310,100	3,433,288	382,800				12,018,000		
2022 Levy		2,179,900	678,662	1,537,350	1,307,200	773,500	555,200	577,500	284,600	3,786,565	(100,477)				11,580,000		
Levy Increase over prior year		71,500	20,000	51,500	78,000	22,000	19,500	20,000	25,500	(353,277)	483,277	n/a	n/a	n/a	438,000		
<b>2023 CAPITAL</b>																	
TOTAL EXPENSES	A	110,000	190,000	1,500,000							779,000			2,000,000	4,579,000		
TOTAL OTHER FUNDING	B	75,000	25,000	750,000							779,000			2,000,000	3,629,000		
2023 Levy	A less B	35,000	165,000	750,000							-			-	950,000		
<u>Levy Increase:</u>																	
2023 Levy		35,000	165,000	750,000							-			-	950,000		
2022 Levy		35,000	165,000	750,000							-			-	950,000		
Levy Increase/(decrease) over prior year		-	-	-							-			-	-		
<b>2023 SPECIAL</b>																	
TOTAL EXPENSES	A	210,000		640,000		100,000	1,090,000		500,000						2,540,000		
TOTAL OTHER FUNDING	B	210,000		640,000		100,000	1,090,000		500,000						2,540,000		
2023 Levy	A less B	-	-	-		-	-		-						-		
															TOTAL EXPENSES	34,814,188	
															TOTAL FUNDING	34,814,188	
															NET RESULT	-	

**Grand River Conservation Authority  
Summary of Municipal Levy - 2023 Budget**

*DRAFT - January 27, 2023*

	% CVA in Watershed	2022 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2023 Budget Matching & Maintenance Levy	2023 Budget Admin & Maintenance Levy	2023 Budget Capital Maintenance* Levy	2023 Budget Total Levy	Actual 2022	% Change
Brant County	82.9%	7,349,082,037	6,092,389,009	2.92%	13,125	337,655	27,729	378,509	361,733	4.6%
Brantford C	100.0%	15,438,439,128	15,438,439,128	7.40%	33,261	855,636	70,266	959,163	925,478	3.6%
Amaranth Twp	82.0%	823,007,110	674,865,830	0.32%	1,454	37,403	3,072	41,929	40,312	4.0%
East Garafraxa Twp	80.0%	646,737,870	517,390,296	0.25%	1,115	28,675	2,355	32,145	31,052	3.5%
Town of Grand Valley	100.0%	602,204,454	602,204,454	0.29%	1,297	33,376	2,741	37,414	34,921	7.1%
Melancthon Twp	56.0%	605,191,515	338,907,248	0.16%	730	18,783	1,542	21,055	20,387	3.3%
Southgate Twp	6.0%	1,095,001,488	65,700,089	0.03%	142	3,641	299	4,082	3,913	4.3%
Haldimand County	41.0%	7,387,846,603	3,029,017,107	1.45%	6,526	167,875	13,786	188,187	180,063	4.5%
Norfolk County	5.0%	9,785,538,892	489,276,945	0.23%	1,054	27,117	2,227	30,398	29,714	2.3%
Halton Region	10.5%	48,462,400,444	5,103,428,670	2.44%	10,995	282,844	23,227	317,066	304,589	4.1%
Hamilton City	26.8%	96,614,037,173	25,844,254,944	12.38%	55,679	1,432,351	117,626	1,605,656	1,557,692	3.1%
Oxford County	36.5%	4,574,385,729	1,667,806,332	0.80%	3,593	92,434	7,591	103,618	100,481	3.1%
North Perth T	2.0%	2,359,924,293	47,198,486	0.02%	102	2,616	215	2,933	2,779	5.5%
Perth East Twp	40.0%	2,078,521,741	831,408,696	0.40%	1,791	46,079	3,784	51,654	49,597	4.1%
Waterloo Region	100.0%	105,303,687,542	105,303,687,542	50.45%	226,867	5,836,184	479,273	6,542,324	6,325,085	3.4%
Centre Wellington Twp	100.0%	5,401,783,927	5,401,783,927	2.59%	11,638	299,380	24,585	335,603	319,769	5.0%
Erin T	49.0%	2,607,980,359	1,277,910,376	0.61%	2,753	70,825	5,816	79,394	77,102	3.0%
Guelph C	100.0%	28,289,926,279	28,289,926,279	13.55%	60,948	1,567,896	128,757	1,757,601	1,702,688	3.2%
Guelph Eramosa Twp	100.0%	2,930,879,758	2,930,879,758	1.40%	6,314	162,436	13,339	182,089	176,486	3.2%
Mapleton Twp	95.0%	1,881,798,619	1,787,708,688	0.86%	3,851	99,079	8,136	111,066	106,574	4.2%
Wellington North Twp	51.0%	1,801,568,972	918,800,176	0.44%	1,979	50,922	4,182	57,083	55,274	3.3%
Puslinch Twp	75.0%	2,769,118,798	2,076,839,099	0.99%	4,474	115,103	9,452	129,029	124,311	3.8%
<b>Total</b>		<b>348,809,062,729</b>	<b>208,729,823,079</b>	<b>100.00%</b>	<b>449,688</b>	<b>11,568,310</b>	<b>950,000</b>	<b>12,968,000</b>	<b>12,530,000</b>	<b>3.5%</b>

\*Capital Maintenance Levy represents levy allocated to maintenance of capital infrastructure, studies, and/or equipment.

# **SECTION A**

## **BASE PROGRAMS – OPERATING**



## SECTION A - Operating Budget

GRAND RIVER CONSERVATION AUTHORITY

### Budget 2023 vs Budget 2022

	Actual 2021	Budget 2022	Budget 2023	Incr/(Decr)	%age change
<b>EXPENDITURES</b>					
OPERATING EXPENSES	27,048,151	26,497,365	27,695,188	1,197,823	4.52%
<b>Total Expenses</b>	<b>27,048,151</b>	<b>26,497,365</b>	<b>27,695,188</b>	<b>1,197,823</b>	<b>4.52%</b>
<b>SOURCES OF FUNDING</b>					
MUNICIPAL GENERAL LEVY (NOTE)	10,701,206	11,580,000	12,018,000	438,000	3.78%
MUNICIPAL SPECIAL LEVY	43,047	50,000	50,000	-	0.00%
OTHER GOVT FUNDING	636,502	517,188	517,188	-	0.00%
SELF-GENERATED	15,035,681	13,666,000	14,568,000	902,000	6.60%
RESERVES	315,474	117,000	442,000	325,000	277.78%
SURPLUS CARRYFORWARD	316,241	567,177	100,000	(467,177)	-82.37%
<b>Total BASE Funding</b>	<b>27,048,151</b>	<b>26,497,365</b>	<b>27,695,188</b>	<b>1,197,823</b>	<b>4.52%</b>

NOTE: See "Summary of Revenue, Expenditures and Changes in Municipal Levy" for details of \$438,000 levy increase.

**TABLE 1****(a) Watershed Studies**

This category includes watershed and subwatershed studies. These studies provide the strategic framework for understanding water resources and ecosystem form, functions and linkages. These allow for assessment of the impacts of changes in watershed resources and land use. Watershed studies also identify activities and actions that are needed to minimize the adverse impacts of change. This program supports other plans and programs that promote healthy watersheds.

***Specific Activities:***

- Carry out or partner with municipalities and other stakeholders on integrated subwatershed plans for streams and tributaries. Subwatershed Plans are technical reports which provide comprehensive background on how surface water, groundwater, terrestrial and aquatic ecosystems function in a subwatershed. The plans recommend how planned changes such as urbanization can take place in a sustainable manner. Subwatershed studies are ongoing or planned in the City of Kitchener, Region of Waterloo, City of Guelph and City of Brantford.
- In 2022 terms of reference for a watershed-based resource management strategy was completed as part of the requirement of the Conservation Authorities Act to develop a watershed strategy. In 2023, the focus will be on developing a draft watershed-based resource management strategy and engage municipalities through the Water Managers Working group.

**(b) Water Resources Planning and Environment and Support**

This category includes the collection and analysis of environmental data and the development of management plans for protection and management of water resources and natural heritage systems. These programs assist with implementation of monitoring water and natural resources and assessment of changes in watershed health and priority management areas.

***Specific Activities:***

- operate 8 continuous river water quality monitoring stations, 73 stream flow monitoring stations, 27 groundwater monitoring stations, and 37 water quality monitoring stations in conjunction with MOE, apply state-of-the-art water quality assimilation model to determine optimum sewage treatment options in the central Grand, and provide technical input to municipal water quality issues
- analyze and report on water quality conditions in the Grand River watershed
- maintain a water budget to support sustainable water use in the watershed, and maintain a drought response program
- analyze water use data for the watershed and provide recommendations for water conservation approaches

- provide advice to Provincial Ministries regarding water use permits to ensure that significant environmental concerns are identified so that potential impacts can be addressed.

### **(c) Water Management Division Support**

Provides support services to the Water Management Division including support for Flood Forecasting and Warning and Water Control Structures.

#### ***Specific Spending:***

- administrative services
- travel, communication, staff development and computer
- insurance

### **(d) Natural Heritage Management**

The natural heritage management program includes those activities associated with providing service and/or assistance to private and public landowners and community groups on sound environmental practices that will enhance, restore or protect the aquatic and terrestrial ecosystems. The program includes watershed scale natural heritage assessments and implements restoration activities on GRCA land.

#### ***Specific Activities:***

- implement “best bets” for protection and enhancement of fisheries, work with outside agencies, non-government organizations and the public to improve fish habitat through stream rehabilitation projects including the implementation of the recommendations of the watershed studies.
- maintain and implement the Forest Management Plan for the Grand River watershed and develop and implement components of the watershed Emerald Ash Borer strategy
- carry out restoration and rehabilitation projects for aquatic and terrestrial ecosystems e.g. species at risk and ecological monitoring on GRCA lands, and prescribed burn activities and community events such as tree planting and stream restoration

**TABLE 1**  
 GRAND RIVER CONSERVATION AUTHORITY  
**Water Resources Planning & Environment**

<b>OPERATING</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>	<b>Budget Change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	1,380,849	1,684,000	1,706,500	22,500
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	175,035	268,300	268,300	0
Insurance	122,304	150,000	199,000	49,000
Other Operating Expenses	100,978	165,100	165,100	0
Amount set aside to Reserves	336,000	-	-	0
<b>TOTAL EXPENSE</b>	<b>2,115,166</b>	<b>2,267,400</b>	<b>2,338,900</b>	<b>71,500</b>
<b>Funding</b>				<b>(incr)/decr</b>
Municipal Special/Other	43,047	50,000	50,000	0
Prov & Federal Govt	-	37,500	37,500	0
Funds taken from Reserves	-	-	-	0
<b>TOTAL FUNDING</b>	<b>43,047</b>	<b>87,500</b>	<b>87,500</b>	<b>-</b>
<b>Net Funded by General Municipal Levy</b>	<b>2,072,119</b>	<b>2,179,900</b>	<b>2,251,400</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>71,500</b>



**TABLE 2****Flood Forecasting and Warning**

The flood warning system includes the direct costs associated with monitoring the streams, and rivers in order to effectively provide warnings and guidance to municipalities and watershed residents during flood emergencies.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life. It is estimated that the existing flood protection in the Grand River watershed saves an average of over \$5.0 million annually in property damage.

***Specific Activities:***

- maintain a ‘state of the art’ computerized flood forecasting and warning system.
- operate a 24 hour, year-round, on-call duty officer system to respond to flooding matters.
- collect and manage data on rainfall, water quantity, reservoir conditions, water levels from 56 stream flow gauges, 24 rainfall gauges, and 12 snow courses.
- use Ignition system to continuously, monitor river conditions and detect warning levels, assist municipalities with emergency planning, and respond to thousands of inquiries each year.
- assist municipalities with municipal emergency planning and participate in municipal emergency planning exercises when requested.
- hold municipal flood coordinator meetings twice a year to confirm responsibilities of agencies involved in the flood warning system. Test the system. Update and publish a flood warning system guide containing up to date emergency contact information. Maintain update to date emergency contact information throughout the year.

**TABLE 2**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Flood Forecasting & Warning**

<b>OPERATING</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	386,529	499,000	579,000	80,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	236,160	236,000	236,000	-
Other Operating Expenses	111,778	108,000	108,000	-
Amount set aside to Reserves		-	-	-
<b>TOTAL EXPENSE</b>	<b>734,467</b>	<b>843,000</b>	<b>923,000</b>	<b>80,000</b>
<b>Funding</b>				<b>(incr)/decr</b>
MNR Grant	164,338	164,338	164,338	-
Prov & Federal Govt	(53)	-	-	-
Funds taken from Reserves			60,000	(60,000)
<b>TOTAL FUNDING</b>	<b>164,285</b>	<b>164,338</b>	<b>224,338</b>	<b>(60,000)</b>
<b>Net Funded by General Municipal Levy</b>	<b>570,182</b>	<b>678,662</b>	<b>698,662</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>20,000</b>

**TABLE 3****Water Control Structures**

This category includes costs associated with the capital and maintenance of structures, the primary purpose of which is to provide protection to life and property. These structures include dams, dykes, berms and channels etc. Also included in this category are non-flood control dams and weirs, which maintain upstream water levels.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life. It is estimated that the existing flood protection in the Grand River watershed saves an average of over \$5.0 million annually in property damage.

***Specific Activities:***

- operate and maintain 7 major multi-purpose reservoirs, which provide flood protection and flow augmentation, and 25 kilometres of dykes in 5 major dyke systems (Kitchener-Bridgeport, Cambridge-Galt, Brantford, Drayton and New Hamburg)
- ensure structural integrity of flood protection infrastructure through dam safety reviews, inspections and monitoring, reconstruction of deteriorating sections of floodwalls and refurbishing of major components of dams and dykes.
- carry out capital upgrades to the flood control structures in order to meet Provincial standards
- operate and maintain 22 non-flood control dams, which are primarily for aesthetic, recreational, municipal fire suppression water supply or municipal drinking water supply intake purposes
- develop and implement plans to decommission failing or obsolete dams
- ice management activities to prevent or respond to flooding resulting from ice jams
- develop and implement public safety plans for structures

**TABLE 3**  
 GRAND RIVER CONSERVATION AUTHORITY  
**Water Control Structures**

<b>OPERATING</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	1,159,637	1,278,000	1,399,500	121,500
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	31,939	29,200	29,200	-
Property Taxes	156,533	170,700	170,700	-
Other Operating Expenses	288,690	344,800	344,800	-
Amount set aside to Reserves	251,000	-	-	-
<b>TOTAL EXPENSE</b>	<b>1,887,799</b>	<b>1,822,700</b>	<b>1,944,200</b>	<b>121,500</b>
<b>Funding</b>				<b>(incr)/decr</b>
MNR Grant	285,350	285,350	285,350	-
Funds taken from Reserves			70,000	70,000
<b>TOTAL FUNDING</b>	<b>285,350</b>	<b>285,350</b>	<b>355,350</b>	<b>70,000</b>
<b>Net Funded by General Municipal Levy</b>	<b>1,602,449</b>	<b>1,537,350</b>	<b>1,588,850</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>51,500</b>



**TABLE 4****(a) PLANNING - Regulations**

This category includes costs and revenues associated with administering the *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* made under the *Conservation Authorities Act*. This includes permit review, inspections, permit issuance, enforcement and follow-up, which may include defending appeals.

***Specific Activities:***

- Process over 1,000 permits each year related to development, alteration or activities that may interfere with the following types of lands:
  - ravines, valleys, steep slopes
  - wetlands including swamps, marshes, bogs, and fens
  - any watercourse, river, creek, floodplain or valley land
  - the Lake Erie shoreline
- The regulation applies to the development activities listed below in the areas listed above:
  - the construction, reconstruction, erection or placing of a building or structure of any kind,
  - any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure
  - site grading
  - the temporary or permanent placing, dumping or removal of any material originating on the site or elsewhere.
- maintain policies and guidelines to assist in the protection of people and property (i.e. Policies for the Administration of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation)
- enforcement of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation and maintain compliance policies and procedures
- update and maintain flood line mapping; develop natural hazards mapping in digital format to be integrated into municipal planning documents and Geographic Information Systems

**(b) PLANNING - Municipal Plan Input and Review**

This program includes costs and revenues associated with reviewing Official Plans, Secondary and Community Plans, Zoning Bylaws, Environmental Assessments, development applications and other proposals, in accordance with Conservation Authority and provincial or municipal agreements.

***Specific Activities:***

- review municipal planning and master plan documents and recommend environmental policies and designations for floodplains, wetlands, natural heritage areas, fisheries habitat, hazard lands and shorelines, which support GRCA regulations and complement provincial polices and federal regulations
- provide advice to municipalities regarding environmental assessments, and other proposals such as aggregate and municipal drain applications to ensure that all natural hazard concerns are adequately identified and that any adverse impacts are minimized or mitigated
- provide information and technical advice to Municipal Councils and Committees and Land Division Committees regarding development applications to assist in making wise land use decisions regarding protection of people and property from natural hazard areas such as flood plains, erosion areas, Lake Erie shoreline, watercourses and wetlands.

**TABLE 4**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Resource Planning**

<b>OPERATING</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>	<b>Budget change</b>
<b>Expenses:</b>				incr/(decr)
Salary and Benefits	1,736,286	2,074,000	2,297,000	223,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	183,298	222,500	222,500	-
Other Operating Expenses	51,609	54,700	54,700	-
Amount set aside to Reserves	310,000	-	-	-
<b>-</b>	<b>2,281,193</b>	<b>2,351,200</b>	<b>2,574,200</b>	<b>223,000</b>
<b>Funding</b>				(incr)/decr
Self Generated	1,190,560	1,044,000	1,144,000	(100,000)
Funds taken from Reserves			45,000	(45,000)
<b>TOTAL FUNDING</b>	<b>1,190,560</b>	<b>1,044,000</b>	<b>1,189,000</b>	<b>(145,000)</b>
<b>Net Funded by General Municipal Levy</b>	<b>1,090,633</b>	<b>1,307,200</b>	<b>1,385,200</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>78,000</b>

**TABLE 5****Forestry & Property Taxes**

The forestry program includes those activities associated with providing service and/or assistance to private and public landowners and community groups on sound environmental practices that will enhance, restore or protect their properties.

This category includes direct delivery of remediation programs including tree planting/reforestation.

General Municipal Levy funds the property tax for GRCA owned natural areas/passive lands.

***Specific Activities:***

- plant trees on private lands (cost recovery from landowner)
- operate Burford Tree Nursery to grow and supply native and threatened species
- carry out tree planting and other forest management programs on over 7,000 hectares of managed forests on GRCA owned lands
- hazard tree management to protect people and property



**TABLE 5**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Forestry & Conservation Land Taxes**

<b>OPERATING</b>	<b>Actual 2021</b>	<b>Budget 2021</b>	<b>Budget 2022</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	467,005	531,000	553,000	22,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	46,925	54,300	54,300	0
Property Taxes	167,524	183,200	183,200	0
Other Operating Expenses	533,611	612,000	612,000	0
Amount set aside to Reserves	100,000			0
<b>TOTAL EXPENSE</b>	<b>1,315,065</b>	<b>1,380,500</b>	<b>1,402,500</b>	<b>22,000</b>
<b>Funding</b>				<b>(incr)/decr</b>
Donations	15,198	27,000	27,000	-
Self Generated	600,015	580,000	580,000	-
<b>TOTAL FUNDING</b>	<b>615,213</b>	<b>607,000</b>	<b>607,000</b>	<b>0</b>
<b>Net Funded by General Municipal Levy</b>	<b>699,852</b>	<b>773,500</b>	<b>795,500</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>22,000</b>

**TABLE 6****Conservation Services**

The Conservation Services program includes those activities associated with providing service and/or assistance to private and public landowners and community groups implementing projects to conserve and enhance natural resources on their properties.

This category includes the Rural Water Quality program and Forestry extension services.

***Specific Activities:***

- Co-ordinate the Rural Water Quality Program. This involves landowner contact, community outreach and delivery of a grant program to encourage adoption of agricultural management practices and projects to improve and protect water quality. Funding for this important initiative comes from watershed municipalities and other government grants.
- Carry out tree planting, and naturalization projects with private landowners
- Co-ordinate community events e.g. children's water festivals and agricultural and rural landowner workshops to promote landowner environmental stewardship action

**TABLE 6**  
 GRAND RIVER CONSERVATION AUTHORITY  
**Conservation Services**

<b>OPERATING</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	410,257	478,000	497,500	19,500
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	50,831	86,200	86,200	-
Other Operating Expenses	1,432	22,000	22,000	-
Amount set aside to Reserves	125,000	-	-	-
<b>TOTAL EXPENSE</b>	<b>587,520</b>	<b>586,200</b>	<b>605,700</b>	<b>19,500</b>
<b>Funding</b>				<b>(incr)/decr</b>
Prov & Federal Govt	-	30,000	30,000	-
Funds taken from Reserves	552	1,000	1,000	-
<b>TOTAL FUNDING</b>	<b>552</b>	<b>31,000</b>	<b>31,000</b>	<b>-</b>
<b>Net Funded by General Municipal Levy</b>	<b>586,968</b>	<b>555,200</b>	<b>574,700</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>19,500</b>

**TABLE 7****Strategic Communications**

The communications department provides a wide range of services and support for the GRCA, the Grand River Conservation Foundation, and the Lake Erie Region Source Protection Program. This category includes watershed-wide communication and promotion of conservation issues to watershed residents, municipalities and other agencies.

***Communications - Specific Activities:***

- Media relations
- Public relations and awareness building
- Online communications
- Issues management and crisis communications
- Community engagement and public consultation
- Corporate brand management



**TABLE 7**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Strategic Communications**

<b>OPERATING</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>	<b>Budget change</b>
<b>Expenses:</b>				incr/(decr)
Salary and Benefits	358,234	492,000	512,000	20,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	42,067	62,000	62,000	-
Other Operating Expenses	3,885	23,500	23,500	-
Amount set aside to Reserves	55,000	-	-	-
<b>TOTAL EXPENSE</b>	<b>459,186</b>	<b>577,500</b>	<b>597,500</b>	<b>20,000</b>
<b>Funding</b>				
<b>Net Funded by General Municipal Levy</b>	<b>459,186</b>	<b>577,500</b>	<b>597,500</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>20,000</b>

**TABLE 8****Environmental Education**

This category includes costs and revenues associated with outdoor education facilities, which provide education and information about conservation, the environment and the Conservation Authority's programs to 50,000 students in 6 school boards and 16,000 members of the general public annually. The majority of funding for this program comes from school boards, the Grand River Conservation Foundation and public program fees.

***Specific Activities:***

- operate 6 outdoor education centres under contract with watershed school boards, providing hands-on, curriculum-based, outdoor education (App's Mills near Brantford, Taquanyah near Cayuga, Guelph Lake, Laurel Creek in Waterloo, Shade's Mills in Cambridge and Rockwood)
- offer curriculum support materials and workshops to watershed school boards
- offer conservation day camps to watershed children and interpretive community programs to the public (user fees apply)

**TABLE 8**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Environmental Education**

<b>OPERATING</b>	<b>Actual 2021</b>	<b>Budget 2022</b>	<b>Budget 2023</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	430,437	553,000	574,500	21,500
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	48,032	57,000	57,000	0
Insurance	15,491	17,000	21,000	4,000
Property Taxes	10,048	14,000	14,000	0
Other Operating Expenses	144,476	143,600	143,600	0
Amount set aside to Reserves	55,000	0	0	0
<b>TOTAL EXPENSE</b>	<b>703,484</b>	<b>784,600</b>	<b>810,100</b>	<b>25,500</b>
<b>Funding</b>				<b>(incr)/decr</b>
Provincial & Federal Grants	748	0	0	0
Self Generated	362,912	500,000	500,000	0
<b>TOTAL FUNDING</b>	<b>363,660</b>	<b>500,000</b>	<b>500,000</b>	<b>0</b>
<b>Net Funded by General Municipal Levy</b>	<b>339,824</b>	<b>284,600</b>	<b>310,100</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>25,500</b>

**TABLE 9****CORPORATE SERVICES**

This category includes the costs for goods and services, as listed below, that are provided corporately. A small portion of these costs is recovered from provincial grants, namely from source protection program funding and from the MNR operating grant.

**Specific Activities:**

This category includes the following departments:

- Office of the Chief Administrative Officer and the Assistant Chief Administrative Officer/Secretary-Treasurer
- Finance
- Human Resources
- Payroll
- Health & Safety
- Office Services

In addition, this category includes expenses relating to:

- The General Membership
- Head Office Building
- Office Supplies, Postage, Bank fees
- Head Office Communication systems
- Insurance
- Audit fees
- Consulting, Legal, Labour Relations fees
- Health and Safety Equipment, Inspections, Training
- Conservation Ontario fees
- Corporate Professional Development
- General expenses



**TABLE 9**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Corporate Services**

<b>Budget 2023</b>		<b>Deficit to be funded with Municipal Levy</b>
<b>Expenses:</b>		
Salary and Benefits	2,133,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	359,000	
Insurance	127,000	
Other Operating Expenses	949,288	
Amount set aside to Reserves	-	
<b>TOTAL EXPENSE</b>	<b>3,568,288</b>	
<b>Funding</b>		
Recoverable Corporate Services Expenses	70,000	
Funds taken from Reserves	65,000	
<b>TOTAL FUNDING</b>	<b>135,000</b>	
Net Result before surplus adjustments	3,433,288	
Deficit from Other Programs offset by 2022 Surplus Carryforward		(482,800)
2022 Surplus Carried Forward to 2023 used to reduce Levy		100,000
<b>Net Funded by General Municipal Levy</b>	<b>3,433,288</b>	<b>(382,800)</b>
<b>Budget 2022</b>		
<b>Expenses:</b>		
Salary and Benefits	2,051,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	379,000	
Insurance	103,000	
Other Operating Expenses	1,338,565	
<b>TOTAL EXPENSE</b>	<b>3,871,565</b>	
<b>Funding</b>		
Recoverable Corporate Services Expenses	70,000	
Funds taken from Reserves	15,000	
<b>TOTAL FUNDING</b>	<b>85,000</b>	
Net Result before surplus adjustments	3,786,565	
Deficit from Other Programs offset by 2021 Surplus Carryforward		(466,700)
2021 Surplus Carried Forward to 2022 used to reduce Levy		567,177
<b>Net Funded by General Municipal Levy</b>	<b>3,786,565</b>	<b>100,477</b>
<b>ACTUAL 2021</b>		
<b>Expenses:</b>		
Salary and Benefits	1,977,881	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	311,950	
Insurance	83,833	
Other Operating Expenses	835,919	
Amount set aside to Reserves	490,000	
<b>TOTAL EXPENSE</b>	<b>3,699,583</b>	
<b>Funding</b>		
Provincial Grant	500	
Donations/Other		
Recoverable Corporate Services Expenses	61,040	
<b>TOTAL FUNDING</b>	<b>61,540</b>	
Net Result before surplus/(deficit) adjustments	3,638,043	
2021 Surplus from Other Programs used to reduce Levy		41,809
2020 Surplus Carried Forward to 2021 used to reduce Levy		316,241
<b>Net Funded by General Municipal Levy</b>	<b>3,638,043</b>	<b>358,050</b>

**TABLE 10 (a)****Conservation Lands, Rental Properties, Forestry & Misc**

The Conservation Land Management Program includes all expenses and revenues associated with acquisition and management of land owned/managed by the Authority. This includes protection of provincially significant conservation lands, woodlot management, rental/lease agreements and other revenues generated from managing lands and facilities. These expenses do not include those associated with the “active” Conservation Areas and outdoor education programs on GRCA lands.

***Specific Activities:***

- acquire and manage significant wetlands and floodplain lands, e.g. the Luther Marsh Wildlife Management Area, the Keldon Source Area, the Bannister-Wrigley Complex, and the Dunnville Marsh
- operate “passive” conservation areas in order to conserve forests and wildlife habitat (Puslinch Tract in Puslinch, Snyder’s Flats in Bloomingdale, etc.). Some are managed by municipalities or private organizations (Chicopee Ski Club in Kitchener, Scott Park in New Hamburg, etc.)
- develop and maintain extensive trail network on former rail lines owned by GRCA and municipalities (much of this is part of the Trans-Canada Trail network). The Grand River Conservation Foundation is one source of funding for the trails.
- rent 733 cottage lots at Belwood Lake and Conestogo Lake; hold leases on over 1200 hectares of agricultural land and 8 residential units, and over 50 other agreements for use of GRCA lands. Income from these rentals aids in the financing of other GRCA programs
- permit hunting at various locations including Luther Marsh Wildlife Management Area and Conestogo Lake
- carry out forestry disease control, woodlot thinning and selective harvesting on GRCA lands in accordance with the Forest Management Plan while generating income from sale of timber. Income generated helps pay for future forest management activities
- where appropriate, dispose of lands that have been declared surplus and continue to identify and plan for disposition of other surplus lands. Proceeds from future dispositions will be used for acquisition of “Environmentally Significant Conservation Lands” and for other core programs
- payment of non-insured losses and deductibles for vandalism, loss or theft; miscellaneous amounts recovered from insurance settlements

- investment income arising from reserves and funds received in advance of program expenses

### **TABLE 10 (b)**

#### **HYDRO PRODUCTION**

This program generates revenue from ‘hydro production’.

##### *Specific Activities:*

- generate hydro from turbines in 4 dams, Shand, Conestogo, Guelph and Drimmie; the income is used to fund GRCA programs and repay reserves accordingly for the cost of building/repairing turbines.

### **TABLE 10 (c)**

#### **CONSERVATION AREAS**

These programs include costs and revenues associated with delivering recreational programs on GRCA lands and include the costs and revenues associated with day-use, camping, concessions and other activities at GRCA active Conservation Areas.

##### *Specific Activities:*

- operate 11 “active” Conservation Areas (8 camping and 3 exclusively day-use) that are enjoyed by over 1.7 million visitors annually. These visitors also help generate significant spin-off revenues for the local economies
- offer camping, hiking, fishing, swimming, boating, picnicking, skiing and related facilities
- provide 2,200 campsites – second only to the provincial park system as a provider of camping accommodation in Ontario
- employ seasonally over 230 students within the conservation areas

**TABLE 10**  
GRAND RIVER CONSERVATION AUTHORITY  
**OTHER PROGRAMS - OPERATING - SUMMARY of Results**

	Conservation Lands	Property Rentals	MISC	(a) Cons Lands, Rental, Misc	(b) Hydro Production	(c) Conservation Areas	TOTAL Other Programs
<b>Budget 2023 - OPERATING</b>							
<b>Expenses:</b>							
Salary and Benefits	1,540,000	731,000	-	2,271,000	70,000	4,675,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	152,600	74,500	-	227,100	-	210,000	
Insurance	290,000	35,000	-	325,000	-	-	
Property Taxes	-	88,000	-	88,000	-	65,000	
Other Operating Expenses (consulting etc)	606,000	701,700	-	1,307,700	25,500	3,550,000	
Amount set aside to Reserves	-	-	-	-	116,500	-	
<b>TOTAL EXPENSE</b>	<b>2,588,600</b>	<b>1,630,200</b>	<b>-</b>	<b>4,218,800</b>	<b>212,000</b>	<b>8,500,000</b>	<b>12,930,800</b>
<b>Funding</b>							
Self Generated	86,000	2,981,000	100,000	3,167,000	580,000	8,500,000	
Funds taken from Reserves	101,000	100,000	-	201,000	-	-	
<b>TOTAL FUNDING</b>	<b>187,000</b>	<b>3,081,000</b>	<b>100,000</b>	<b>3,368,000</b>	<b>580,000</b>	<b>8,500,000</b>	<b>12,448,000</b>
<b>NET Surplus/(Deficit) for programs not funded by general levy</b>	<b>(2,401,600)</b>	<b>1,450,800</b>	<b>100,000</b>	<b>(850,800)</b>	<b>368,000</b>	<b>-</b>	<b>(482,800)</b>
<b>Budget 2022 - OPERATING</b>							
<b>Expenses:</b>							
Salary and Benefits	1,384,500	703,400	-	2,087,900	68,000	4,300,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	152,600	74,500	-	227,100	-	195,000	
Insurance	234,000	28,000	-	262,000	-	-	
Property Taxes	-	88,000	-	88,000	-	65,000	
Other Operating Expenses (consulting etc)	606,000	701,700	30,000	1,337,700	25,500	3,240,000	
Amount set aside to Reserves	-	-	-	-	116,500	-	
<b>TOTAL EXPENSE</b>	<b>2,377,100</b>	<b>1,595,600</b>	<b>30,000</b>	<b>4,002,700</b>	<b>210,000</b>	<b>7,800,000</b>	<b>12,012,700</b>
<b>Funding</b>							
Self Generated	86,000	2,921,000	108,000	3,115,000	530,000	7,800,000	
Funds taken from Reserves	1,000	100,000	-	101,000	-	-	
<b>TOTAL FUNDING</b>	<b>87,000</b>	<b>3,021,000</b>	<b>108,000</b>	<b>3,216,000</b>	<b>530,000</b>	<b>7,800,000</b>	<b>11,546,000</b>
<b>NET Surplus/(Deficit) for programs not funded by general levy</b>	<b>(2,290,100)</b>	<b>1,425,400</b>	<b>78,000</b>	<b>(786,700)</b>	<b>320,000</b>	<b>-</b>	<b>(466,700)</b>
<b>Actual 2021 - OPERATING</b>							
<b>Expenses:</b>							
Salary and Benefits	1,121,516	577,516	-	1,699,032	64,084	4,094,760	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	108,111	67,600	-	175,711	-	206,141	
Insurance	193,465	25,045	-	218,510	-	-	
Property Taxes	-	111,996	-	111,996	-	52,898	
Other Expenses	472,671	744,264	10,755	1,227,690	159,759	3,015,607	
Amount set aside to Reserves	198,000	166,500	-	364,500	60,000	1,814,000	
<b>TOTAL EXPENSE</b>	<b>2,093,763</b>	<b>1,692,921</b>	<b>10,755</b>	<b>3,797,439</b>	<b>283,843</b>	<b>9,183,406</b>	<b>13,264,688</b>
<b>Funding</b>							
Provincial/Federal	-	-	-	-	-	185,619	
Donations	33,521	-	-	33,521	-	8,979	
Self Generated	171,588	2,892,673	108,116	3,172,377	601,942	8,989,137	
Funds taken from Reserves	-	314,922	-	314,922	-	-	
<b>TOTAL FUNDING</b>	<b>205,109</b>	<b>3,207,595</b>	<b>108,116</b>	<b>3,520,820</b>	<b>601,942</b>	<b>9,183,735</b>	<b>13,306,497</b>
<b>NET Surplus/(Deficit) for programs not funded by general levy</b>	<b>(1,888,654)</b>	<b>1,514,674</b>	<b>97,361</b>	<b>(276,619)</b>	<b>318,099</b>	<b>329</b>	<b>41,809</b>

## OTHER INFORMATION

### **1. INFORMATION SYSTEMS & TECHNOLOGY - COMPUTER CHARGES**

The work of the IS&T Group includes wages, capital purchases and ongoing maintenance and operations is funded through the Information Systems and Technology Reserve. The IS&T Reserve is sustained through a charge back framework. A “Computer Charge” is allocated to the individual programs based on the number of users and the nature of system usage or degree of reliance on IS&T activities and services.

The *Information Systems and Technology* (IS&T) group leads GRCA’s information management activities; develops and acquires business solutions; and oversees investment in information and communications technology as detailed below:

#### *Specific Activities:*

- Develop and implement GRCA's long-term information management, information technology and communications plans.
- Assess business needs and develop tools to address requirements, constraints and opportunities. Acquire and implement business and scientific applications for use at GRCA. Manage information technology and business solutions implementation projects on behalf of GRCA, GRCF and the Lake Erie Source Protection Region.
- Develop, and implement GRCA’s Geographic Information Systems (GIS) technology and spatial data infrastructure. Manage GRCA’s water-related data. Create and maintain standards for the development, use and sharing of corporate data. Develop policies and implement tools to secure GRCA’s data and IT and communications infrastructure.
- Acquire, manage and support GRCA’s server, storage, network and personal computer infrastructure to support geographic information systems (GIS); flood forecasting and warning, including real-time data collection; database and applications development; website hosting; electronic mail; internet access; personal computing applications; and administration systems, including finance, property and human resources.
- Develop and operate a wide area network connecting 14 sites and campus style wireless point-to-multipoint networks at Head Office, Conservation Areas, Nature Centres and Flood Control Structures. Develop and operate an integrated Voice over IP Telephone network covering nine sites and 220 handsets. Support and manage mobile phones, smart phones and pagers. Develop, implement and maintain GRCA’s IS&T disaster recovery plan.
- Operate on-line campsite reservation and day-use systems with computers in 10 Conservation Areas. Provide computers and phone systems for use at outdoor education centres.
- Build and maintain working relationships with all other departments within GRCA. Develop and maintain partnerships and business relationships with all levels of government, Conservation Ontario, private industry and watershed communities with respect to information technology, information management, business solutions and data sharing.



## **2. VEHICLE, EQUIPMENT – MOTOR POOL CHARGES**

Motor Pool charges are allocated to the individual sections based on usage of motor pool equipment. Effectively, motor pool charges are included with administrative costs or other operating expenses, as applicable, on Tables 1 to 10.

### *Specific Activities:*

- Maintain a fleet of vehicles and equipment to support all GRCA programs.
- Purchases of new vehicles and/or equipment.
- Disposal of used equipment.
- Lease certain equipment.

# **SECTION B**

## **BASE PROGRAMS – CAPITAL**

## **SECTION B – CAPITAL BUDGET**

Capital maintenance spending in 2023 includes spending in the following program areas:

- Water Resources Planning
- Flood Forecasting and Warning
- Water Control Structures
- Conservation Areas
- Corporate Services

Water Resources Planning expenditures will be for water quality monitoring equipment. Flood forecasting and warning expenditures will be for software systems and gauge equipment.

Water Control Structures expenditures will be for major maintenance on dams and dykes.

Conservation Area capital spending includes expenditures as part of the regular maintenance program as well as spending on major repairs and new construction. In 2023, major capital projects within the Conservation Areas will include:

- New workshop at the Brant CA
- Water service upgrades at Shade's Mill CA
- Planning for Harris Mill masonry repairs at Rockwood CA
- Bridge replacement at Rockwood CA
- Septic replacements at Conestogo CA
- Constructing washrooms at Byng CA

Corporate Services capital spending represents the portion of overall Information Services and Motor Pool expenses that are funded by the Information Technology (IT) and Motor Pool (MP) reserve. See "Other Information" above for spending descriptions for IT and MP.

**SECTION B - Capital Budget**

GRAND RIVER CONSERVATION AUTHORITY

**Budget 2023**

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	BUDGET TOTAL
<b>Expenses:</b>							
WQ Monitoring Equipment & Instruments	110,000						110,000
Flood Forecasting Warning Hardware and Gauges		190,000					190,000
Flood Control Structures-Major Maintenance			1,500,000				1,500,000
Conservation Areas Capital Projects					2,000,000		2,000,000
Net IT/MP Capital Spending not allocated to Departments						779,000	779,000
<b>TOTAL EXPENSE</b>	<b>110,000</b>	<b>190,000</b>	<b>1,500,000</b>	<b>-</b>	<b>2,000,000</b>	<b>779,000</b>	<b>4,579,000</b>
<b>Funding</b>							
Prov & Federal Govt			700,000				700,000
Self Generated					1,500,000		1,500,000
Funding from Reserves	75,000	25,000	50,000		500,000	779,000	1,429,000
<b>TOTAL FUNDING</b>	<b>75,000</b>	<b>25,000</b>	<b>750,000</b>	<b>-</b>	<b>2,000,000</b>	<b>779,000</b>	<b>3,629,000</b>
<b>Net Funded by General CAPITAL Levy</b>	<b>35,000</b>	<b>165,000</b>	<b>750,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>950,000</b>

**Budget 2022**

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	BUDGET TOTAL
<b>Expenses:</b>							
WQ Monitoring Equipment & Instruments	110,000						110,000
Flood Forecasting Warning Hardware and Gauges		190,000					190,000
Flood Control Structures-Major Maintenance			2,200,000				2,200,000
Conservation Areas Capital Projects					2,000,000		2,000,000
Net IT/MP Capital Spending not allocated to Departments						602,000	602,000
<b>TOTAL EXPENSE</b>	<b>110,000</b>	<b>190,000</b>	<b>2,200,000</b>	<b>-</b>	<b>2,000,000</b>	<b>602,000</b>	<b>5,102,000</b>
<b>Funding</b>							
Prov & Federal Govt			1,110,000				1,110,000
Self Generated					1,200,000		1,200,000
Funding from Reserves	75,000	25,000	340,000		800,000	602,000	1,842,000
<b>TOTAL FUNDING</b>	<b>75,000</b>	<b>25,000</b>	<b>1,450,000</b>	<b>-</b>	<b>2,000,000</b>	<b>602,000</b>	<b>4,152,000</b>
<b>Net Funded by General CAPITAL Levy</b>	<b>35,000</b>	<b>165,000</b>	<b>750,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>950,000</b>

**ACTUAL 2021 - CAPITAL**

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	ACTUAL TOTAL
<b>Expenses:</b>							
WQ Monitoring Equipment & Instruments	49,233						49,233
Flood Forecasting Warning Hardware and Gauges		476,563					476,563
Flood Control Structures-Major Maintenance			1,267,010				1,267,010
Conservation Areas Capital Projects					533,606		533,606
Net IT/MP Expenses in excess of chargebacks						(175,542)	(175,542)
<b>TOTAL EXPENSE</b>	<b>49,233</b>	<b>476,563</b>	<b>1,267,010</b>	<b>-</b>	<b>533,606</b>	<b>(175,542)</b>	<b>2,150,870</b>
<b>Funding</b>							
Prov & Federal Govt		200,000	619,331				819,331
Self Generated					533,606	1,140	534,746
Funding from Reserves		16,858				(176,682)	(159,824)
<b>TOTAL FUNDING</b>	<b>-</b>	<b>216,858</b>	<b>619,331</b>	<b>-</b>	<b>533,606</b>	<b>(175,542)</b>	<b>1,194,253</b>
<b>Net Funded by General CAPITAL Levy</b>	<b>49,233</b>	<b>259,705</b>	<b>647,679</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>956,617</b>

# **SECTION C**

## **SPECIAL PROJECTS**



## SECTION C – SPECIAL PROJECTS

This category of activity represents projects that the GRCA undertakes where special one time and/or multi-year funding is applicable. The duration of these projects is typically one year although in some instances projects may extend over a number years, such as the Source Protection Planning Program. External funding is received to undertake these projects.

The main project in this category is the provincial Source Protection Planning Program under the *Clean Water Act, 2006*. Plan development work commenced in 2004, with plan implementation starting in 2015. Work includes research and studies related to the development and updates of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region. The focus in 2022 continues on completing updates to the Grand River Source Protection Plan, including development of water quantity policies, updating water quality vulnerability assessments, and the development of the annual progress report for the Grand River Source Protection Plan.

Other special projects in the area of watershed stewardship include the “Rural Water Quality Program” grants, floodplain mapping projects, subwatershed study, waste water optimization project, trail development, and numerous ecological restoration projects on both GRCA lands and private lands in the watershed.

## SECTION C - Special Projects Budget

GRAND RIVER CONSERVATION AUTHORITY

### Budget 2023

EXPENDITURES	ACTUAL 2021	BUDGET 2022	BUDGET 2023
Subwatershed Plans - City of Kitchener	67,118	80,000	80,000
Dunnville Fishway Study	-	-	-
Waste Water Optimization Program	91,630	130,000	130,000
Floodplain Mapping	155,567	575,000	-
RWQP - Capital Grants	637,503	800,000	800,000
Brant/Brantford Children's Water Festival	228	-	35,000
Haldimand Children's Water Festival	0	-	25,000
Species at Risk	79,121	40,000	70,000
Ecological Restoration	91,142	100,000	100,000
AGGP-UofG Research Buffers	15,268	-	-
Great Lakes Agricultural Stewardship Initiative	1,711	-	-
Precision Agriculture-OMFRA	41,572	70,000	-
Great Lakes Protection Initiative	39,220	100,000	-
Nature Smart Climate Solutions	-	-	75,000
Profit Mapping	-	-	85,000
Trails Capital Maintenance	38,154	240,000	-
Emerald Ash Borer	238,306	-	-
Lands Mgmt - Land Purchases/Land Sale Expenses	27,814	-	-
Guelph Lake Nature Centre	12,480	500,000	500,000
<b>Total SPECIAL Projects 'Other'</b>	<b>1,536,834</b>	<b>2,635,000</b>	<b>1,900,000</b>
<b>Source Protection Program</b>	<b>569,655</b>	<b>640,000</b>	<b>640,000</b>
<b>Total SPECIAL Projects Expenditures</b>	<b>2,106,489</b>	<b>3,275,000</b>	<b>2,540,000</b>
<b>SOURCES OF FUNDING</b>			
Provincial Grants for Source Protection Program	569,655	640,000	640,000
OTHER GOVT FUNDING	1,056,112	1,610,000	1,240,000
SELF-GENERATED	128,980	840,000	660,000
FUNDING FROM/(TO) RESERVES	351,742	185,000	-
<b>Total SPECIAL Funding</b>	<b>2,106,489</b>	<b>3,275,000</b>	<b>2,540,000</b>

**Grand River Conservation Authority  
Summary of Municipal Levy - 2023 Budget**

*DRAFT - January 27, 2023*

	% CVA in Watershed	2022 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2023 Budget Matching & Maintenance Levy	2023 Budget Admin & Maintenance Levy	2023 Budget Capital Maintenance* Levy	2023 Budget Total Levy	Actual 2022	% Change
Brant County	82.9%	7,349,082,037	6,092,389,009	2.92%	13,125	337,655	27,729	378,509	361,733	4.6%
Brantford C	100.0%	15,438,439,128	15,438,439,128	7.40%	33,261	855,636	70,266	959,163	925,478	3.6%
Amaranth Twp	82.0%	823,007,110	674,865,830	0.32%	1,454	37,403	3,072	41,929	40,312	4.0%
East Garafraxa Twp	80.0%	646,737,870	517,390,296	0.25%	1,115	28,675	2,355	32,145	31,052	3.5%
Town of Grand Valley	100.0%	602,204,454	602,204,454	0.29%	1,297	33,376	2,741	37,414	34,921	7.1%
Melancthon Twp	56.0%	605,191,515	338,907,248	0.16%	730	18,783	1,542	21,055	20,387	3.3%
Southgate Twp	6.0%	1,095,001,488	65,700,089	0.03%	142	3,641	299	4,082	3,913	4.3%
Haldimand County	41.0%	7,387,846,603	3,029,017,107	1.45%	6,526	167,875	13,786	188,187	180,063	4.5%
Norfolk County	5.0%	9,785,538,892	489,276,945	0.23%	1,054	27,117	2,227	30,398	29,714	2.3%
Halton Region	10.5%	48,462,400,444	5,103,428,670	2.44%	10,995	282,844	23,227	317,066	304,589	4.1%
Hamilton City	26.8%	96,614,037,173	25,844,254,944	12.38%	55,679	1,432,351	117,626	1,605,656	1,557,692	3.1%
Oxford County	36.5%	4,574,385,729	1,667,806,332	0.80%	3,593	92,434	7,591	103,618	100,481	3.1%
North Perth T	2.0%	2,359,924,293	47,198,486	0.02%	102	2,616	215	2,933	2,779	5.5%
Perth East Twp	40.0%	2,078,521,741	831,408,696	0.40%	1,791	46,079	3,784	51,654	49,597	4.1%
Waterloo Region	100.0%	105,303,687,542	105,303,687,542	50.45%	226,867	5,836,184	479,273	6,542,324	6,325,085	3.4%
Centre Wellington Twp	100.0%	5,401,783,927	5,401,783,927	2.59%	11,638	299,380	24,585	335,603	319,769	5.0%
Erin T	49.0%	2,607,980,359	1,277,910,376	0.61%	2,753	70,825	5,816	79,394	77,102	3.0%
Guelph C	100.0%	28,289,926,279	28,289,926,279	13.55%	60,948	1,567,896	128,757	1,757,601	1,702,688	3.2%
Guelph Eramosa Twp	100.0%	2,930,879,758	2,930,879,758	1.40%	6,314	162,436	13,339	182,089	176,486	3.2%
Mapleton Twp	95.0%	1,881,798,619	1,787,708,688	0.86%	3,851	99,079	8,136	111,066	106,574	4.2%
Wellington North Twp	51.0%	1,801,568,972	918,800,176	0.44%	1,979	50,922	4,182	57,083	55,274	3.3%
Puslinch Twp	75.0%	2,769,118,798	2,076,839,099	0.99%	4,474	115,103	9,452	129,029	124,311	3.8%
<b>Total</b>		<b>348,809,062,729</b>	<b>208,729,823,079</b>	<b>100.00%</b>	<b>449,688</b>	<b>11,568,310</b>	<b>950,000</b>	<b>12,968,000</b>	<b>12,530,000</b>	<b>3.5%</b>

\*Capital Maintenance Levy represents levy allocated to maintenance of capital infrastructure, studies, and/or equipment.



# 2023 Update

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**CRIME**   
**STOPPERS**  
GUELPH WELLINGTON  
**1-800-222-TIPS (8477)**  
**[www.csgw.tips](http://www.csgw.tips)**

# Introduction

- Crime Stoppers Guelph Wellington (CSGW) founded in 1988
- 2023 marks 35 years serving the community
- Not the police – registered charity
- Board of Directors from throughout Guelph/County of Wellington
- Anonymous, confidential method of reporting crime
- Cash rewards if an arrest is made
- Rely on fundraising and donations from individuals, businesses, organizations to pay rewards and operate the program, NOT tax dollars

# Statistics

Total number of  
Tips 23,108

Arrests 1,596

Cases cleared  
2,307

Charges laid  
4,506

Property  
recovered  
\$10,398,366

Narcotics  
recovered  
\$27,957,955

TOTAL  
\$38,356,321

Rewards  
\$183,165  
(\$4,775 – 2022)





# Fundraising





# Presentations

5 Tips, 5 Ideas, 5 Signs

## 1 OF 5 TIPS:

### How to Talk To Kids about Cyber Safety & Human Trafficking

1. Ask your child to teach you about their favourite social media platforms and show you their privacy settings.

To learn the other four TIPS,  
book a presentation at  
[www.csgw.tips](http://www.csgw.tips)

**CRIME  STOPPERS**  
GUELPH WELLINGTON  
1-800-222-TIPS (8477)

Sponsored by



[www.csgw.tips](http://www.csgw.tips)



## 1 OF 5 IDEAS:

### How to Keep your Child Cyber Safe & Human Trafficking Aware

1. Have a Device Contract - download one at [www.csgw.tips](http://www.csgw.tips).

To learn the other four IDEAS,  
book a presentation at  
[www.csgw.tips](http://www.csgw.tips)

**CRIME  STOPPERS**  
GUELPH WELLINGTON  
1-800-222-TIPS (8477)  
[www.csgw.tips](http://www.csgw.tips)

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[www.csgw.tips](http://www.csgw.tips)



## 1 OF 5 SIGNS:

### Your Child is Being Groomed

1. Change in social circle - long-term friends are replaced with new or older friends.

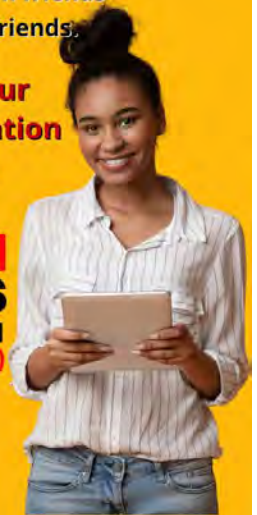
To learn the other four  
SIGNS, book a presentation  
at [www.csgw.tips](http://www.csgw.tips)

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# 5 – 5 – 5

- Radio, YouTube videos
- Pushing information to parents
- Youth are aware of online grooming
- Parents do not believe this is happening to their children



# Presentations

Hate: The Crime – February 2023

**HATE:**  
**THE CRIME**  

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**IN WELLINGTON COUNTY**

# Presentations

Fraud Talk – March 2023

The logo features the word "FRAUD" in a large, bold, black serif font. Below it, the word "TALK" is written in a smaller, black, sans-serif font with wide letter spacing.

**FRAUD**  
T A L K

# Additional programs

- Crime Stoppers 101
- Seniors Crime Stoppers
- Student Crime Stoppers
- Human Trafficking Awareness
  - EPACT – Educate Parents and Children Together
  - HT – Community
  - HT - Youth



# HTinWC/SAinWC

- 2022 Grant - Ministry of the Solicitor General
- OPP, Victim Services Wellington, CSGW
- YouTube videos – “CSGW tips”
- <https://youtu.be/Y9PQW6OR1Yk>



# Awards

- Ontario Association of Crime Stoppers
  - Special Project – HTinWC/SainWC
  - Best Radio
  - Best Digital – The CSGW Series
  - Online Excellence – open class
  - Marla Moon Memorial Award of Excellence
- Crime Stoppers International
  - Media – Digital – The CSGW Series
  - Media – Radio
  - Media – Television
  - Specialized Training – Human Trafficking – HTinWC/SainWC
  - Productivity Awards – Total Seizures, Total Property Recovered, Total Arrests

# A Couple of Questions for You...

- How can the Municipality increase awareness of CSGW?
- Is there a local volunteer you feel would be a fit for the CSGW Board of Directors?
- Is there a presentation we could offer to council/staff?
- Is there a partnership we could develop between the Municipality and CSGW?
- Is there an area you would like to see CSGW assist the Municipality?
- Are you following us on social media?



Thank you





# THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

## BY-LAW NUMBER 010-23

### BEING A BY-LAW TO AMEND BY-LAW 66-01, BEING A ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Sections 34 and 36 of The Planning Act, R.S.O. 1990, as amended

NOW THEREFORE the Council of the Corporation of the Township of Wellington North enacts as follows:

1. THAT Schedule 'A' Map 1 to By-law 66-01 is amended by changing the zoning on the lands described as 9442 Highway 6, WOSR Pt Lot 13, Div 1, RP61R8621, Part 12, as shown on Schedule "A" attached to and forming part of this By-law from **Agricultural Site Specific (A-71)** to **Agricultural Site Specific (A-114)** with a **Holding Provision (H)**.
2. THAT Section 33, rural area exception zone, is hereby amended by adding the following new exceptions:

<p><b>33.114</b> WOSR Pt Lot 13, Div 1, RP61R8621, Part 12</p>	<p><b>(H) A-114</b></p>	<p><b>a) <u>Permitted Uses</u></b> Notwithstanding any other provisions of the Zoning By-law to the contrary, the land zoned A-114, shall only be used for the following uses:</p> <ul style="list-style-type: none"> <li>• Agricultural Commercial and Industrial Uses</li> <li>• Rural Industrial Uses as listed under Section 25.1 of the Zoning By-law.</li> </ul> <p><b>b) <u>Regulations</u></b></p> <ul style="list-style-type: none"> <li>• The permitted uses shall be subject to the regulations under Section 25.2, 25.3 and 25.4 of the Zoning By-law</li> <li>• Notwithstanding any other provisions to the contrary, Section 6.3 BUFFER AREA shall apply and buffering shall be provided to any adjacent residential dwellings.</li> </ul> <p><b>c) <u>Holding (H) Provision</u></b> Notwithstanding any other provisions of this By-law, where the Holding (H) Provision is in place on the property, permitted uses and buildings are limited to those legally existing as of the date of the passing of</p>
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		<p>this amendment until the Holding (H) provision is removed by Council.</p> <p>Council may pass a By-law removing the holding symbol once it is satisfied that the following matter has been addressed:</p> <ul style="list-style-type: none"> <li>• A D-4 Compatibility Study has been completed to the satisfaction of the County of Wellington, Solid Waste Services (SWS) Division related to the adjacent landfill.</li> </ul>
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3. That except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
4. THAT this By-law shall become effective from the date of passage by Council and come into force in accordance with the requirements of the Planning Act, R.S.O. 1990, as amended.

**READ A FIRST, SECOND THIRD TIME THIS 6TH DAY OF FEBRUARY, 2023.**

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**ANDREW LENNOX, MAYOR**

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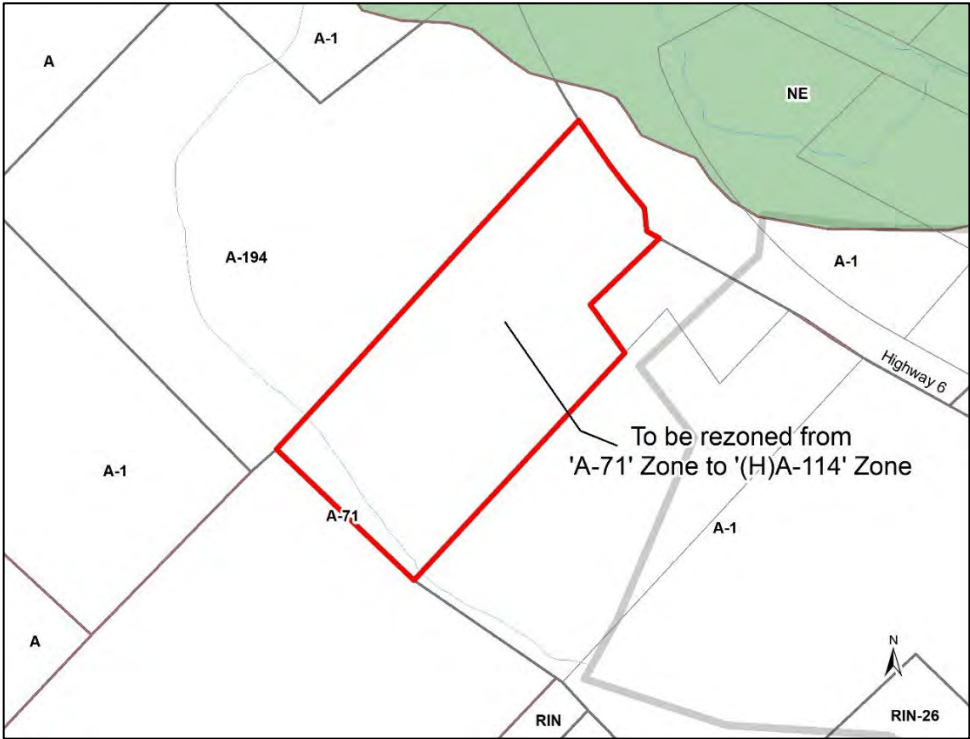
**KARREN WALLACE, CLERK**



THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. 010-23

Schedule "A"



This is Schedule "A" to By-law 010-23

Passed this 6th day of February 2023

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

## EXPLANATORY NOTE

### BY-LAW NUMBER 010-23

**THE LOCATION OF THE SUBJECT LANDS** is legally described as WOSR Pt Lot 13, Div 1, RP61R8621, Part 12 and known Municipally as 9442 Highway 6. The property subject to the proposed amendment is approximately 5.11 ha (12.62 ac) in size and is currently zoned Agricultural Site Specific (A-71).

**THE PURPOSE AND EFFECT** of the proposed amendment is to rezone the subject lands from Agricultural Site Specific (A-71) Zone to Agricultural Site Specific (A-114) Zone with a Holding Provision (H) to permit development of Agricultural Commercial and Rural Industrial uses.



**WELLINGTON NORTH**  
SEMPER PORRO

### DEPUTATION REQUEST FORM

For all deputation requests, please complete this form and submit no later than 12:00 noon on the Tuesday preceding the 2:00pm Council Meeting, 12:00 noon on Wednesday preceding the 7:00pm Council Meeting, or five business days in advance of a Committee Meeting.

Name of Deputation(s)	Rachel Kéry		
Attending as an Individual <input checked="" type="checkbox"/>	Representing a Group/Business/Organization <input type="checkbox"/>		
Name of Group/Business/Organization:			
Address:	421 King St. E., Mount Forest, ON N0G 2L2		
Email:		Phone:	
Meeting Type:	Council <input checked="" type="checkbox"/>	Committee (Includes Ad Hoc) <input type="checkbox"/>	Meeting Date: Feb. 6, 2023
<b>SUBJECT MATTER:</b>	Re-zoning proposal for 425-427 King St. E.		
Provide Description:	<p>Topic: Proposed amendment to the Comprehensive Zoning By-law 66-01 to re-zone 425-427 King St. E., Mount Forest from R2 to R3 to construct an 18-unit cluster townhouse development.</p> <p>Presentation: A survey of neighbouring households was conducted resulting in a petition of signatures of people <u>not</u> in favour of the re-zoning. I will present the findings of this survey anecdotally and further clarify our concerns about the proposal.</p>		
<b>Recommendation/Request of Council:</b> (What action would you like the Township of Wellington North to take with respect to your matter)	<p>I would like the council members to consider our concerns before voting on the proposed amendment to the zoning by-law.</p>		



Estimated Municipal Financial Impact:	CAPITAL \$	ANNUAL OPERATING \$
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Other Details:

Signature: \_\_\_\_\_

*Rachel Kery*  
Electronic Signature Accepted

Date: \_\_\_\_\_

*Jan. 16 / 2023*

**Please submit to:**

Karren Wallace, Director Legislative Services/Clerk

7490 Sideroad 7 W PO Box 125, Kenilworth ON N0G 2E0

Email [kwallace@wellington-north.com](mailto:kwallace@wellington-north.com) | Phone 519-848-3620 Ext 4227 | Fax 519-848-3228

All deputation form requests and submissions and information therein will be circulated publicly on the Council or Committee Agenda. Electronic presentations not circulated via email in advance of the meeting cannot be presented on Wellington North electronic equipment via USB keys. A deputation is limited to a maximum of ten (10) minutes unless an extension of no more than a further five (5) minutes is approved by resolution of Council. The number of deputations will be limited to three (3) at any meeting of Council. **Council or Committee, may in their discretion, refuse to hear any deputation.**

**Notice of Collection/Use/Disclosure:** All information submitted in support of meetings of Council/Committee/Planning deliberations/ is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, telephone numbers, names and addresses on agendas and to persons requesting access to records of Council/Committee/Planning Committee. All information submitted to the municipality is subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's office (519) 848-3620.

## Say NO to re-zoning our neighbourhood!

We, the undersigned, request that the application by McTrach Capital and 427 Management Service Inc. to rezone 425-427 King St. E., Mount Forest from R2 to R3 and construct an 18-unit cluster townhouse development be **denied**.



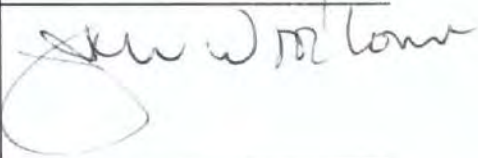
The tax-paying constituents of this neighbourhood bought homes knowing that they were moving to an R2 (medium density) neighbourhood. On the map Zoning By-Law: Schedule A-3 (Mount Forest) By-law 66-01, it is clear that, all around 425-427 King St. E., lots are zoned R1C (low density residential) or R2 (medium density residential). We respectfully request that the council refrains from changing the zoning of the remaining two vacant lots. Allowing these two lots in the middle of the community to be zoned as R3 (high density) would effectively re-zone the entire neighbourhood, affecting the quality of lives here.

As stated on the Wellington-North website regarding building permits: "Approved plans must comply with the Ontario Building Code, **local zoning by-laws**, and other applicable by-laws and regulations." Simply changing the zoning by-law at the request of a private developing company whose primary motive is profit, not the quality of life in our neighbourhood and our community, is a disservice to the people you represent. The continuing loss of mature trees, loss of green space, sound and light pollution from unreasonable population density, reduction in the value of existing homes, increased litter and traffic, and the loss of the pastoral environment that we hold so dear – surely these are reasons enough to abandon this proposed zoning change and development.


Mayor Lennox and our esteemed council members, please listen to the voices of the people you were elected to represent and make the right decision for the residents of our neighbourhood, present and future.



## Say NO to re-zoning our neighbourhood!

	Name	Address	Signature
1.	FRED HOEHN	438 King St E	
2.	Dianne Hoehn	430 King St E	Dianne Hoehn
3.	CAROL RODGER	432 KING ST E	C. Rodger
4.	HANS HEBERLEIN	432 KING ST E	H. Heberlein
5.	RALPH CHEYLE MANN	436 KING ST. E.	
6.	JOHN WOODHOUSE	438 KING ST, E	
7.	THERESA SCOTFIELD	438 KING ST. E	Theresa Scotfield
8.	MARY AITKEN	419 King St. E	Mary Aitken

## Say NO to re-zoning our neighbourhood!


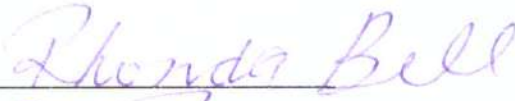




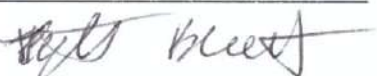

Name	Address	Signature
9. ROBERT DIPPEL	419 KING ST. E MT. FOREST, ONT. N0G 2L2	
10. Krista Hunter	429 King St E Mount Forest N0G 2L2.	Krista Hunter
11. BARRY GINGRICH	423 KING ST EAST	Barry Gingrich
12. Pauline LeBlanc	417 King St. E. Mount Forest	Pauline LeBlanc
13. PAUL LEBLANC	417 KING ST E MOUNT FOREST	Pauline
14. Wendy Faucett	423 King St E	Wendy Faucett
15. GYULA KÉRY	421 King St E	Gyula Kéry
16. Rachel Kéry	421 King St. E Mount Forest	Rachel Kéry

## Say NO to re-zoning our neighbourhood!




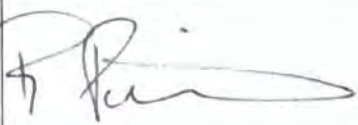
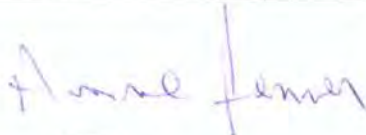
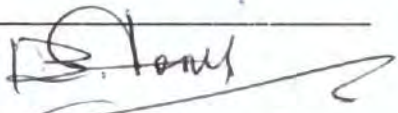
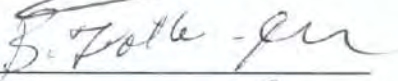


	Name	Address	Signature
17.	MALCOLM BLAIR	411 KING ST (EAST)	<i>M Blair</i>
18.	IRENE BLAIR	411 KING ST (EAST)	<i>Irene Blair</i>
19.	MARG LEMOINE	434 KING ST. E.	<i>M Lemoine</i>
20.	DALE MCKEE	434 KING ST E	<i>Dale McKee</i>
21.	PCARE MCKEE	434 KING ST. E	<i>Clare McKee</i>
22.	Katie RAYFIELD	433 King St. E.	<i>Katie Rayfield</i>
23.	Reid RAYFIELD	433 King St E.	<i>Reid Rayfield</i>
24.	Heather Gibson	490 King E.	<i>Heather Gibson</i>
25.	Ronald Gibson	4	<i>Ronald Gibson</i>



## Say NO to re-zoning our neighbourhood!




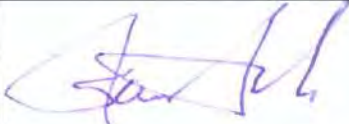

Name	Address	Signature
26. Joanne CHILTON	500 KING STREET EAST	
27. Rhonda Bell	415 King St E.	
28. Steve Lester	470, King St. E	
29. MARK Hewitt	460 King St East	
30. Rose MALLER	480 King St. E.	
31. Roxi Good	475 KING ST E.	
32. Taylor Beaumont	450 King St. E	
33. Aime Bryan	510 King St E	

## Say NO to re-zoning our neighbourhood!

Name	Address	Signature
34. BRETT KNOWLTON	420 WELLINGTON ST	
5. LUKE JOHNSON	410 WELLINGTON ST	
6. NATALIE ORR	410 WELLINGTON ST	
7. Roxana Pittman	400 Wellington St	
8. Anne Jenner	390 Wellington St	
39. BEN TROTTERTON		
40. BYRON JONES	384 WELLINGTON.	
41. MARGARET FREW	380 WELLINGTON	
42. LINDA HRUSKA		
43. TRAVIS FEAIRS	370 WELLINGTON	



## Say NO to re-zoning our neighbourhood!

Name	Address	Signature
44. MARY FEAIRS	370 Wellington St.	Mary Fea
45. RICK KING	374 Wellington St E	
46. CLAIRE JOHNSON	376 Wellington St E	
47. GREG PETERSON	" "	
48. WARREN FINK	363 Jeremy's CR. MF	
49. Jo-ANN Hunter	440 King St E #A2	Jo Ann Hunter
50. Megan Smith	390 Wellington St. East	
51. Heather Hunter	440 King St. E. A-2	Heather Hunter

## Say NO to re-zoning our neighbourhood!

Name	Address	Signature
52 Justin Crawford	372 Wellington St. E	<i>Justin Crawford</i>
53 Raegan Elliott	372 Wellington St E	<i>Raegan Elliott</i>
54 Wayne Allen	378 Wellington St E	<i>Wayne Allen</i>
55 Cheryl Allen	378 Wellington St E	<i>Cheryl Allen</i>
56 István Kéry	421 King St. E	<i>István Kéry</i>



**WELLINGTON NORTH**  
SEMPER PORRO

RECEIVED

JAN 24 2023

**DEPUTATION REQUEST FORM** TWP. OF WELLINGTON NORTH

For all deputation requests, please complete this form and submit no later than 12:00 noon on the Tuesday preceding the 2:00pm Council Meeting, 12:00 noon on Wednesday preceding the 7:00pm Council Meeting, or five business days in advance of a Committee Meeting.

Name of Deputation(s)	Reid Rayfield		
Attending as an Individual	<input checked="" type="checkbox"/>	Representing a Group/Business/Organization	<input type="checkbox"/>
Name of Group/Business/Organization:			
Address:	433 King Street East Mount Forest		
Email:		Phone:	
Meeting Type:	Council <input checked="" type="checkbox"/>	Committee (Includes Ad Hoc) <input type="checkbox"/>	Meeting Date: Feb. 6 2023
<b>SUBJECT MATTER:</b>	Rezoning of 425 - 427 King St East		
Provide Description:	<ul style="list-style-type: none"> <li>- There is no outline for a water retention pond</li> <li>- The small space outlined for snow storage is too small</li> <li>- The 18 units that are being proposed are way to dense for the land that is there.</li> <li>- The allotted space for garbage for the proposed 18 units is definitely too small</li> <li>- "Play Area" not big enough for anymore than 2 kids.</li> </ul>		
<b>Recommendation/Request of Council:</b> (What action would you like the Township of Wellington North to take with respect to your matter)	<ul style="list-style-type: none"> <li>- Consider denying the 18 unit proposed plan. As there is clearly not enough room for all 18 units as well as no plan for a retention pond. Other developers in the area all had to have this added to their development.</li> </ul>		

Estimated Municipal Financial Impact:	CAPITAL \$	ANNUAL OPERATING \$
Other Details:		

Signature:  Date: Jan 23 2023  
 Electronic Signature Accepted

**Please submit to:**

Karren Wallace, Director Legislative Services/Clerk

7490 Sideroad 7 W PO Box 125, Kenilworth ON N0G 2E0

Email [kwallace@wellington-north.com](mailto:kwallace@wellington-north.com) | Phone 519-848-3620 Ext 4227 | Fax 519-848-3228

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Estimated Municipal Financial Impact:	CAPITAL \$	ANNUAL OPERATING \$
<p>Other Details:</p> <p>The development plan is for a condo corporation, the expectation is not to have a large impact on the municipality financially as it will be privately maintained. The proposed new road to provide access to King st. for the residents, garbage collection, lawn and snow maintenance, etc. will all be financed through the condo corporation and maintained so as not to rely on municipal funding as much as possible.</p>		

Signature:  Date: Jan 30, 2023  
 Electronic Signature Accepted

**Please submit to:**

Karren Wallace, Director Legislative Services/Clerk

7490 Sideroad 7 W PO Box 125, Kenilworth ON N0G 2E0

Email [kwallace@wellington-north.com](mailto:kwallace@wellington-north.com) | Phone 519-848-3620 Ext 4227 | Fax 519-848-3228

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**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MINUTES OF REGULAR COUNCIL MEETING – JANUARY 16, 2023 AT 2:00 P.M.  
CLOSED SESSION PRIOR TO OPEN SESSION AT 1:30 P.M.  
MUNICIPAL OFFICE COUNCIL CHAMBERS, KENILWORTH  
HYBRID MEETING WITH COUNCIL IN PERSON AND VIA WEB CONFERENCING**

**Members Present:**

**Mayor:** Andrew Lennox  
**Councillors:** Sherry Burke  
Lisa Hern VIA ZOOM  
Steve McCabe  
Penny Renken

**Staff Present:**

**Chief Administrative Officer:** Brooke Lambert  
**Director of Legislative Services/Clerk:** Karren Wallace  
**Deputy Clerk:** Catherine Conrad  
**Human Resources Manager:** Amy Tollefson  
**Chief Building Official:** Darren Jones  
**Director of Finance:** Farhad Hossain  
**Economic Development Officer:** Dale Small  
**Director of Operations:** Matthew Aston  
**Manager of Transportation Services:** Dale Clark  
**Manager of Recreation Services:** Tom Bowden  
**Recreation Community Coordinator:** Tasha Grafos  
**Director of Fire Services:** Chris Harrow

**CALLING TO ORDER**

Mayor Lennox called the meeting to order.

**ADOPTION OF THE AGENDA**

RESOLUTION: 2023-001

Moved: Councillor McCabe

Seconded: Councillor Burke

THAT the Agenda for the January 16, 2023 Regular Meeting of Council be accepted and passed.

CARRIED

**DISCLOSURE OF PECUNIARY INTEREST**

Councillor Burke disclosed an indirect pecuniary interest with items under the heading of Items for Consideration, 2. Planning: Item a. Report DC 2023-001, Consent Application B147-22 Schill Land Holdings Inc. and Item b. Report DC 2023-002, Consent Application B148-22 Larry Schill as her employer prepared the sketches for the consent applications.

Councillor McCabe disclosed an indirect pecuniary interest with an item under the heading of Items for Consideration – Administration, 6d) Report CAO 2023-001 Wellington North Power Board of Director Appointments; and under the heading of By-laws, By-law Number 002-23 being a by-law to appoint a member to Wellington North Power Inc. Board of Directors as one of the people to be appointed is a good friend of his.

## CLOSED MEETING SESSION

The meeting is closed pursuant to Section 239 (2) of the Municipal Act, 2001, specifically:

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

RESOLUTION: 2023-002

Moved: Councillor Renken

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North go into a meeting at 1:32 p.m. that is closed to the public under subsection 239 (2) of the Municipal Act, 2001, specifically:

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

CARRIED

### 1. REPORTS

- a) Report TR 2023-01 Council Orientation on Township's Budget and Budgeting
- b) Lottery Licensing Presentation

### 2. REVIEW OF CLOSED SESSION MINUTES

- December 19, 2022

### 3. RISE AND REPORT FROM CLOSED MEETING SESSION

RESOLUTION: 2023-003

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North rise from a closed meeting session at 2:05 p.m.

CARRIED

RESOLUTION: 2023-004

Moved: Councillor Hern

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2023-01 Council Orientation on Township's Budget and Budgeting presentation and Lottery Licensing presentation.

CARRIED

RESOLUTION: 2023-005

Moved: Councillor Renken

Seconded: Councillor McCabe

THAT the Council of the Corporation of the Township of Wellington North approve the Closed Meeting Minutes of the December 19, 2022 Council Meeting.

CARRIED

### **PRESENTATION**

Darren Jones – Eugene McAdam Memorial Award

- Presented by Tara Davis, CBO South Bruce Peninsula and Terry Kuipers, CBO Town of Minto on behalf of the Bluewater Chapter of the Ontario Building Officials Association recognizing outstanding work through the association and community

### **ADOPTION OF MINUTES OF COUNCIL AND PUBLIC MEETING**

1. Regular Meeting of Council, December 19, 2022

2. Public Meeting, December 19, 2022

RESOLUTION: 2023-006

Moved: Councillor Hern

Seconded: Councillor McCabe

THAT the minutes of the Regular Meeting of Council and the Public Meeting held on December 19, 2022 be adopted as circulated.

CARRIED

### **BUSINESS ARISING FROM PREVIOUS MEETINGS OF COUNCIL**

No business arising from previous meetings of Council.

### **IDENTIFICATION OF ITEMS REQUIRING SEPARATE DISCUSSION**

2a, 2b, 4b, 5a, 5b, 6d, 7b

### **ADOPTION OF ALL ITEMS NOT REQUIRING SEPARATE DISCUSSION**

RESOLUTION: 2023-007

Moved: Councillor Burke

Seconded: Councillor McCabe

THAT all items listed under Items For Consideration on the January 16, 2023 Council agenda, with the exception of those items identified for separate discussion, be approved and the recommendations therein be adopted:

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Mount Forest Business Improvement Area, Association Meeting held on December 1, 2022.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Arthur Chamber of Commerce Directors Meeting held on December 14, 2022.

THAT the Council of the Corporation of the Township of Wellington North receive the minutes of the Saugeen Valley Conservation Authority Meeting held on October 20, 2022.

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2023-01 being the Building Permit Review for the period ending December 31, 2022.

THAT the Council of the Corporation of the Township of Wellington North receive Report CBO 2023-02 being a report on Sewage Allocation, Mount Forest Infill.  
AND FURTHER THAT the Council of the Township of Wellington North allocate twenty sewage units to Mount Forest Infill.

THAT the Council of the Corporation of the Township of Wellington North receive the Vendor Cheque Register Report dated January 9, 2023.

THAT the Council of the Corporation of the Township of Wellington North receive the 2022 Reserve Funds Status dated November 30, 2022.

THAT the Council of the Corporation of the Township of Wellington North receive or information Report CLK 2023-001 being a report on a revised Council meeting schedule for 2023.

AND FURTHER THAT Council approves the revised Council meeting schedule for 2023.

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2023-002 being a report on the appointment of members to the Property Standards Committee;

AND FURTHER THAT Council authorizes the Mayor and Clerk to sign a by-law to appoint the following members to the Property Standards Committee for the 2022-2026 Term of Council:

James Craig  
Ross Kirkpatrick  
Robert Mason  
Councillor Steve McCabe  
Steven Kim McKenzie

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2022-003 being a report on Clerk's Department 2022 year-end report.

THAT the Council of the Corporation of the Township of Wellington North receive for information Report CLK 2023-004 Report on appointment of an alternate Upper Tier member of Council;

AND FURTHER THAT Steve McCabe be appointed as the Alternate Member to sit at the County of Wellington meetings in the event of an absence by the Mayor.

THAT the Council of the Corporation of the Township of Wellington North receive for information Report JHSC 2023-01 being the 2022 Annual Report on the Activities of the Wellington North Joint Health & Safety Committee.



THAT the Council of the Corporation of the Township of Wellington North receive for information Grand River Conservation Authority Report number GM-12-22-99, dated December 16, 2022, Progress Report #3 – Ontario Regulation 687/21, and Report number GM-12-22-100, dated December 16, 2022, Updated Inventory of Programs and Services – Requirement under O.Reg.687/21

THAT the Council of the Corporation of the Township of Wellington North receive for information the correspondence dated December 15, 2022 from Aldo L. Salis, Director, Planning and Development Department, County of Wellington regarding County Official Plan Amendment #121 – County File No.: OP-2022-02 County of Wellington – Development Approval Updates, Notice of Complete Application and Public Meeting.

THAT the Council of the Corporation of the Township of Wellington North receive for information the Crime Stoppers Guelph Wellington, Winter 022/23 Newsletter.

THAT the Council of the Corporation of the Township of Wellington North receive for information the Ontario Municipal Water Association, Presidents Message, December 2022.

THAT the Council of the Corporation of the Township of Wellington North receive for information the correspondence dated January 4, 2023 from Steve Clark, Minister, Ministry of Municipal Affairs and Housing regarding enhancements to the Qualification Program or Ontario's Building Practitioners.

THAT the Council of the Corporation of the Township of Wellington North receive for information the correspondence dated January 9, 2023 from James Pearson, Flood Forecasting and Warning Coordinator, Saugeen Conservation regarding new Flood Watch reporting program.

CARRIED

#### **CONSIDERATION OF ITEMS FOR SEPARATE DISCUSSION AND ADOPTION**

Councillor Burke left the meeting as she had previously declared a conflict with Report DC 2023-001 and Report DC 2023-002

RESOLUTION: 2023-008

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2023-001 being a report on Consent Application (Severance) B147-22 known as Part Lots 14 & 15, Concession 3 in the former Township of Arthur.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B147-22 as presented with the following conditions:

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of

issuance of the Certificate of Consent for the proper and orderly development of the subject lands;

- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- THAT the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a \$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;
- THAT driveway access can be provided to the retained lands to the satisfaction of the Township of Wellington North;
- THAT a dwelling be prohibited on the retained lands to the satisfaction of the County of Wellington Planning Department;
- THAT zoning compliance for the drive shed on the severed parcel is achieved to the satisfaction of the Township

AND FURTHER THAT Council authorizes the Development Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.

CARRIED

RESOLUTION: 2023-009

Moved: Councillor Hern

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report DC 2023-002 being a report on Consent Application (Severance) B148-22 known as Part Lot 12, Concession 13 in the former Township of West Luther.

AND FURTHER THAT the Council of the Township of Wellington North supports consent application B148-22 as presented with the following conditions:

- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise (included but not limited to Taxes paid in Full; a Fee of \$130.00 for Township Clearance Letter of conditions — or whatever fee is applicable at the time of clearance under the municipal Fees and Charges by-law) which the Township of Wellington North may deem to be necessary at the time of issuance of the Certificate of Consent for the proper and orderly development of the subject lands;
- THAT the Owner satisfy the requirements of the Township of Wellington North in reference to parkland dedication consistent with By-Law 011-22;
- THAT the Owner enter into an agreement apportioning any future maintenance costs on any municipal drain impacted by the application, and the owner shall provide a \$500.00 deposit to cover the cost of the re-apportionment if it is determined there are municipal drains impacted by the application and a

\$250.00 fee for the Drainage Superintendent's review of the application to determine status of any drain;

- THAT driveway access can be provided to the retained lands to the satisfaction of the Township of Wellington North;
- THAT the barn foundation labeled as "Remnants of Barn" in the application be demolished and the site left in a graded level condition to the satisfaction of the Township;
- THAT the retained lands be rezoned to restrict residential development to the satisfaction of the County of Wellington;
- THAT zoning compliance be achieved for the structure located on the severed lands to the satisfaction of the Township;

AND FURTHER THAT Council authorizes the Development Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.

CARRIED

Councillor Burke returned to the Council Chambers.

RESOLUTION: 2023-010

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive Report TR 2023-02 being a report on the 2023 Municipal Insurance Renewal.

AND FURTHER THAT Council endorses the staff recommendation to modify coverage value for the three identified properties to current value with depreciation.

AND FURTHER THAT Council accepts December 19, 2022 renewal proposal for the year beginning January 31, 2023, with the recommended modifications.

CARRIED

RESOLUTION: 2023-011

Moved: Councillor Burke

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive for information Report OPS 2023-001 being a report on the proposed work plan for the Mount Forest Outdoor Pool and Aquatics Centre for information;

AND FURTHER THAT Council approve, in principle, the work plan as presented within this report as follows:

Proposed Next Steps:

Winter 2023	Township Council reviews schematic design and probable cost estimate and provides further direction to Township staff
Winter/Spring 2023	Council decision point – "go or no go" (2023 capital budget)

Summer 2023	Architect completes design development and provides probable cost estimate to plus or minus ten percent
Fall 2023	Township Council reviews design development and probable cost estimate and provides further direction to Township staff
Winter 2024	Architect completes detailed design and specification for tendering
Winter 2024	Council decision point – “go or no go” (2024 capital budget)
Spring 2024	Tender
Spring / Summer 2024	Construction
Fall 2024	Completion of construction
Summer 2025	New Mount Forest Outdoor Pool and Aquatics Centre open for its inaugural season

CARRIED

RESOLUTION: 2023-012

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT the Council of the Corporation of the Township of Wellington North receive Report OPS 2023-002 being a report on intersections investigated for pedestrian crossing infrastructure;

AND FURTHER THAT Council authorize the Mayor and Clerk to sign a by-law in support of pedestrian crossings, to be submitted to the Ministry of Transportation (MTO), at the following intersections:

- Main Street and Durham Street West;
- Smith Street and Conestoga Street; and
- Queen Street East and Fergus Street South/Parkside Drive

AND FURTHER THAT Council direct staff to bring pedestrian crossing infrastructure projects, once approved by MTO, forward as part of the current or future budget discussion.

CARRIED

Staff were directed to bring a report to a future Council meeting regarding the Main Steet and King Street intersection with appropriate levels of treatment options.

Councillor McCabe left the Council Chamber as he had previously declared a conflict with Report CAO 2023-001.

RESOLUTION: 2023-013

Moved: Councillor Renken

Seconded: Councillor Burke

THAT the Council of the Corporation of the Township of Wellington North receive Report CAO 2023-001 being a Report on Wellington North Power Board of Director Appointments for information;

AND FURTHER THAT Council, as the primary shareholder of Wellington North Power Inc. (WNP), appoint the following representatives to the Board of Directors of WNP:

- Karl Ellis
- Nicholas Epoch

AND FURTHER THAT the appointments shall be in force January 17, 2023 and effective for a four-year term ending December 31, 2026;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the appointment by-law.

CARRIED

Councillor McCabe returned to the Council Chambers.

RESOLUTION: 2023-014

Moved: Councillor McCabe

Seconded: Councillor Renken

THAT the Council of the Corporation of the Township of Wellington North receive for information the correspondence dated December 16, 2022 from Steve Clark, Minister, Ministry of Municipal Affairs and Housing regarding Greenbelt Amendments and Revocation of the Central Pickering Development Plan and O.Reg 154/03.

CARRIED

## **NOTICE OF MOTION**

No notice of motion tabled

## **COMMUNITY GROUP MEETING PROGRAM REPORT**

Councillor Renken (Ward 1):

- She and Councillor McCabe attended the Guelph Wellington Crime Stoppers flag raising in Mount Forest on January 11th. The organization is celebrating its 35<sup>th</sup> Anniversary this year.

Councillor Hern (Ward 3):

- She will attend the first GRCA orientation meeting this Friday and the first meeting next week
- Mount Forest BIA meeting will be held January 17th.
- Arthur Chamber of Commerce meeting last week was cancelled.
- Mount Forest Chamber of Commerce will host a Business After Five on January 17th.



Councillor McCabe (Ward 4):

- The first Saugeen Valley Conservation Authority meeting will be held on January 19<sup>th</sup> and a new executive will be appointed.

Mayor Lennox:

- On Saturday, January 14<sup>th</sup> he attended an event in Mount Forest with curlers from Scotland visiting as part of the Strathcona Cup tour with some local curlers played against them.

Councillor Burke (Ward 2):

- Also attended the Strathcona Cup event. Local curlers beat three of the four teams from Scotland. It was nice to see some of their traditions. It was noted that they appreciate the hospitality of the smaller clubs.

## BY-LAWS

- By-law Number 001-23 being a by-law to appoint members to the Property Standards Committee for the Township of Wellington North and repeal By-law 082-18
- By-law Number 002-23 being a by-law to appoint a member to Wellington North Power Inc. Board of Directors

RESOLUTION: 2023-015

Moved: Councillor Burke

Seconded: Councillor Hern

THAT By-law Number 001-23 be read a First, Second and Third time and enacted.

CARRIED

Councillor McCabe did not take part in the vote as he had previously declared a conflict with By-law Number 002-23.

RESOLUTION: 2023-016

Moved: Councillor Burke

Seconded: Councillor Renken

THAT By-law Number 002-23 be read a First, Second and Third time and enacted.

CARRIED

## CULTURAL MOMENT

- Celebrating Sylvia Cadesky

On her shoulders is an exhibit on display at the Mount Forest Museum & Archives that showcases some of the unique women in the history of Mount Forest. Today's cultural moment celebrates Sylvia Cadesky; 1920 – 2017.

“Saucy” Sylvia Cadesky could have been a professor of German at any university, but she chose another path. Singing in the clubs of Toronto on weekends for extra money in the late 1930s while finishing a degree in modern languages offered Sylvia another option. When she received a full scholarship at Ohio State University to study German for her masters, Sylvia took the scholarship but continued to play her piano and sing in the clubs and hotels of Akron and Cincinnati.

Then she got an offer that she couldn't refuse. Radio WLW out of Cincinnati, the "Nation's Station" and a "Star Maker," offered Sylvia a job as staff vocalist. Following singers like Rosemary Clooney and Doris Day, Sylvia took the offer and started a 70-year career in entertainment. Her mother, Tillye Cadesky, who gave Sylvia her first piano lessons in Mount Forest must have been proud and thrilled.

By 1946, Sylvia hosted a coast-to-coast broadcast eight times each week. "She plays her own piano accompaniments and chats informally with her radio listeners in a charming way. Her bubbling laughter travels along the airwaves into people's homes."

(Columbus Review, 1946) Radio put Sylvia in the company of Ella Fitzgerald and Duke Ellington who asked her to join his orchestra which she did for five years. The "Saucy" comedic part of her act was accidental when she filled in for an MC in Akron who never showed up. Sylvia realized she had a flare for comedy. International offers came in, but Sylvia opted to perform close to family and home. Sylvia had two loving marriages and died surrounded by children and grandchildren although they were not her own.

In 2002, Sylvia Cadesky was inducted into the Newport Jazz Hall of Fame, alongside Ella Fitzgerald.

Submitted by all the volunteers at the Mount Forest Museum & Archives who mounted the exhibit "On Her Shoulders: Unique Women in the History of Mount Forest"

#### **CONFIRMING BY-LAW**

RESOLUTION: 2023-017

Moved: Councillor McCabe

Seconded: Councillor Hern

THAT By-law Number 003-23 being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Wellington North at its Regular Meeting held on January 16, 2023 be read a First, Second and Third time and enacted.

CARRIED

#### **ADJOURNMENT**

RESOLUTION: 2023-018

Moved: Councillor Burke

Seconded: Councillor Renken

THAT the Regular Council meeting of January 16, 2023 be adjourned at 3:01 p.m.

CARRIED

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**MAYOR**

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**CLERK**



**MOUNT FOREST BUSINESS IMPROVEMENT**

**ASSOCIATION MEETING MINUTES January 17, 2023 @ 8:00 AM**

**Meeting Room Mount Forest Arena**

**CALLING TO ORDER** – Andrew Coburn; Chair Mount Forest BIA

**PRESENT ATTENDEES**

Members: Andrew Coburn, Jessica McFarlane, Kailyn Graber, Jayme Hewson, Dwight Benson, Sherry Burke

Staff: Dale Small

Community Members: Greg Ford

**ABSENT ATTENDEES**

Kayla Morton, Bill Nelson

**ADOPTION OF MINUTES**

**MOTION CARRIED TO APPROVE AGENDA**

Moved: Bill N Seconded: Jessica McFarlane

**ITEMS FOR CONSIDERATION**

**CALL TO ORDER**

**WELCOME AND INTRODUCTIONS**

Andrew

**REVIEW AND ADOPTION OF THE AGENDA**

Andrew

## ITEMS FOR DISCUSSION

Dwight makes a motion to add three topics to the agenda. Jessica seconds the motion. \*added topics highlighted below\*

### 1. Parkette/Courtyard

Jessica

- Subcommittee to meet with business owners- jayme hewson & jessica mcfarlane - tabled for next meeting
- In conversation Clayton Robertson's offered to donate to one of the projects because of all the positive feedback they've received from the BMO parkette

Jessica makes a motion to hire Paul Gonzales to create a rendering for \$400, and to create a subcommittee of Jessica & Jayme for this project. Adding to the motion, submitting this project for RED grant funding with written proposal and rendering. Dwight seconds the motion. Carried forward.

### 2. Christmas Tree Concern

Greg Ford

- Concerned about the lack of the christmas tree- would like to see a christmas tree downtown with a lighting ceremony
- Potential to light up trees around the cenotaph, close main st for the night & have an event? Piggy back off of the Santa Clause parade? - ideas mentioned by greg
- Jayme- idea to put the Christmas tree in the parkette?
- Potential to use the tree beside the tavern if it suits the new owners?
- Christmas Tree concern tabled - adding to next months agenda

### 3. Website Updates/Social Media Goals

Kailyn

- Reach out to joe wetlauffer / jayme hewson / jess mcfarlane for pictures of previous projects
- Add 'come enjoy mount forest' & 'high, healthy, happy' to the website home page
- To have pictures and bio of the bia board on the website
- Also to move forward to next meeting

#### BIA socials vs Downtown Mount Forest socials

- Tabled for next agenda - Kayla to attend meeting - formalize that the downtown mount forest committee is part of the BIA - have the 4 of them join the BIA to be spearheading events?

#### Business Owners Contact List

- Kailyn to walk the downtown to collect business owner and building owner contact information - move forward to next meeting

### 4. Snowflakes

Dwight

- South of 89 there are no snowflakes - 8 more snowflakes, \$900 a piece, potentially have to have power installed
- On shorter posts- install a half snowflake (15 shorter posts) - no power boxes on the shower post either \$675 a piece. Dwight to look into the power situation on the smaller posts - smaller posts to be tabled to February meeting

Dwight makes a motion to purchase 8 more full snowflakes to extend and update/replace the downtown - Sherry second the motion - all in favour. Carried.

#### **Heritage Building Hardscape (town hall building downtown)**

- Idea to swap out the shrubs that are existing and have a flowerbed/garden, to incorporate the flagpole as well, and to have lighting to highlight them similar to the lighting in the parkette
- Would be a partnership with the Heritage committee & the township
- City hall and library designated as 'Heritage Buildings' - may limit what we can change/improve
- Darren Jones looks after the municipal buildings & maintenance - dwight to reach out to him - also to share info with Dale- potential to incorporate in the RED grant - Sherry Burke to reach out to Darren Jones - for next meeting

#### **BDO Hardscape / In front of the old Mount Royal**

- The grass in front of it- have a centerfold somehow? Dwight to chat with Darren about it and see if Topsy Fox owners are going to sever that section of the property? Do we look into doing something there or?

#### **5. Pedestrian Crossing**

**Sherry Burke**

- 3 potential areas mention for a crosswalk
- Corner king and main was not on the list - to be a partnership with the BIA to have some sort of crosswalk moving forward? Township to take a lead with the BIA financial backing - engineer report showed it wouldn't infrastructurally be the same as other crosswalks but something should be done - staff was given direction to present some ideas for what that could look like
- Main and durham
- queen and parkside drive - some of the infrastructure has already been put in from when queen st was ripped up and repaired this summer

#### **6. Downtown Group**

**Andrew**

- Tabled for next meeting

#### **1. NEXT MEETING**

Tuesday, February 14th, 2023 in the Meeting Room @ Mount Forest Arena



**ADJOURNMENT**

Moved: Andrew Coburn  
Seconded: Sherry Burke

# SAUGEEN VALLEY CONSERVATION AUTHORITY

## Minutes

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<b>Meeting:</b>	Authority Meeting
<b>Date:</b>	Thursday, December 15, 2022, 1:00 p.m.
<b>Location:</b>	Remote
<b>Chair:</b>	Barbara Dobreen
<b>Members present:</b>	Paul Allen, Larry Allison, Kevin Eccles, Bud Halpin, Tom Hutchinson, Gregory McLean, Steve McCabe, Dave Myette, Mike Niesen, Sue Paterson, Moiken Penner, Jennifer Prenger, Bill Stewart, Peter Whitten
<b>Staff present:</b>	Jennifer Stephens, Erik Downing, Donna Lacey, Elise MacLeod, Laura Molson, Ashley Richards, Janice Hagan

In the absence of an elected Chair, Jennifer Stephens, GM/S-T called the meeting to order at 1:04 p.m.

### 1. Appointment of Chair Pro Tem

#### MOTION #G22-91

Moved by Tom Hutchinson

Seconded by Steve McCabe

THAT Barbara Dobreen be appointed Chair Pro Tem for the SVCA Authority meeting, December 15, 2022.

**Carried**

### 2. Land Acknowledgement

The Land Acknowledgement was read by Chair Barbara Dobreen:

*We begin our meeting today by respectfully acknowledging the Anishinaabeg Nation, the Haudensaunee, the Neutral, and the Petun peoples as the traditional keepers of this land. We are committed to moving forward in the spirit of reconciliation with First Nations, Métis, and Inuit peoples.*

### 3. Adoption of Agenda

The following reports were amended to the meeting agenda after circulation:

- General Manager's Report
- Bill 23 – *More Homes Built Faster Act, 2022*
- Transition Plan – 3<sup>rd</sup> Progress Report

**MOTION #G22-92**

Moved by Bill Stewart

Seconded by Paul Allen

THAT the SVCA Board of Directors adopt the agenda for the Authority meeting on December 15, 2022, as amended.

**Carried**

**4. Introduction of Directors and Staff**

Due to municipal appointments for the new term of council, the Board of Directors has various new Authority members. Each of the Directors introduced themselves, and Jennifer Stephens introduced staff members in attendance.

**5. Declaration of Pecuniary Interest**

No persons declared a pecuniary interest relative to any item on the agenda.

**6. Approval of Authority meeting Minutes – October 20, 2022****Motion #G22-93**

Moved by Bill Stewart

Seconded by Sue Paterson

THAT the SVCA Board of Directors adopt the minutes of the Authority meeting held on October 20, 2022, as presented.

**Carried**

**7. Presentation – Orientation**

Jennifer Stephens gave an overview of the Conservation Authority, and member roles and responsibilities. She noted that a special webpage had been created for the Directors which contains information related to organizational governance, corporate documents, and items related specifically to the board.

**8. General Manager's Report**

Jennifer Stephens highlighted external communications, staff accomplishments and various updates across the watershed. She discussed the status of the 2022 Workplan and the projects that will be deferred to 2023.

**Motion #G22-94**

Moved by Tom Hutchinson

Seconded by Bill Stewart

THAT the General Manager's report be received.

**Carried**

## **9. Consent Agenda**

### **Motion #G22-95**

Moved by Larry Allison

Seconded by Bill Stewart

THAT the reports, and information contained in the Consent Agenda, [Item 9-a-d], along with their respective recommended motions be accepted as presented.

**Carried**

## **10. New Business**

### a. SVCA Fee Policy

The SVCA Fee policy is to be approved by December 31, 2022 and posted to the SVCA website along with all fee schedules, according to requirements of the *Conservation Authorities Act* - Section 21.2. It was noted that Schedule B – Campground Fees had been approved at the July 2022 Authority meeting. After discussion, the following motion was passed:

### **Motion #G22-96**

Moved by Tom Hutchinson

Seconded by Dave Myette

THAT the Board of Directors of Saugeen Valley Conservation Authority approve the attached Fee Policy;

AND THAT the Board approve the following fee schedules to take effect on January 1, 2023:

- Schedule A – Environmental Planning and Permitting Services
- Schedule C – Forestry Services
- Schedule D – Corporate Services

**Carried**

### b. 2023 Meeting Schedule

### **Motion #G22-97**

Moved by Steve McCabe

Seconded by Bill Stewart

THAT the 2023 SVCA Authority meeting schedule be adopted as presented; and further

THAT the Authority return to in person meetings to be conducted at the Formosa Administration office, except at the discretion of the Chair.

**Carried**

### c. Bill 23 – *More Homes Built Faster Act, 2022*

**Authority Meeting – December 15, 2022**

Jennifer Stephens provided an update to Bill 23 and focused on several major challenges for conservation authorities. The bill will assign new responsibilities to municipalities, leading to inefficiencies and delays, will weaken conservation authorities' powers, and will reduce natural and valuable infrastructure such as wetlands. It was noted that municipalities will be required to obtain their own expertise for natural heritage commenting as CAs will not be permitted to do so. The Directors requested that updates be provided as they occur. After discussion the following motion carried:

**Motion #G22-98**

Moved by Paul Allen

Seconded by Bud Halpin

THAT the update on Bill 23, *More Homes Built Faster Act, 2022*, be received.

**Carried**

d. Transition Plan – 3<sup>rd</sup> Progress report

Jennifer Stephens reviewed Ontario Regulation 687/21: Transition Plans and Agreements for the Programs and Services Under Section 21.1.2 of the *Conservation Authorities Act*, as well as the Inventory of Programs and Services prepared for Saugeen Valley Conservation Authority. The 3<sup>rd</sup> progress report will be submitted to the Ministry of Natural Resources and Forestry in advance of the January 1, 2023, deadline.

**Motion #G22-99**

Moved by Bill Stewart

Seconded by Peter Whitten

THAT the Third Progress Report related to Saugeen Valley Conservation Authority's Transition Plan (Inventory of Programs and Services) be authorized for submission to the Ministry of Natural Resources and Forestry;

AND FURTHER THAT the letter documenting compliance with the governance and administration amendments to the *Conservation Authorities Act* due by January 1, 2023, be endorsed for submission to the Ministry of Natural Resources and Forestry.

**Carried**

**Adjournment**

There being no further business, the meeting adjourned at 3:52 p.m. on motion of Moiken Penner and Greg McLean.



**Authority Meeting – December 15, 2022**

Barbara Dobreen  
Chair

Janice Hagan  
Recording Secretary

## **SOURCE PROTECTION COMMITTEE**

### **MINUTES – MEETING #88**

**MEETING: SOURCE PROTECTION COMMITTEE**

**DATE: FRIDAY, MARCH 25, 2022**

**TIME: 1:00 P.M.**

**LOCATION: VIRTUAL VIA WEB/EX**

### **CALL TO ORDER**

The Chair called the meeting to order at 1:05 p.m.

**In Attendance:** Chair, Bill Twaddle  
Stan Eby, John Fruin, Dick Hibma, Dennis Kefalas, Les Nichols, Dan Orr,  
Tara Saab, Gord Timmerman

**Others Present:** Catherine Eby, Ex-officio, Ministry of the Environment, Conservation and  
Parks (MECP)  
Carl Seider, Project Manager, Drinking Water Source Protection (DWSP)  
Nancy Guest, Recording Secretary, DWSP

**Also in Attendance:** Tim Lanthier, CAO, Grey Sauble Conservation  
Jennifer Stephens, General Manager/Secretary-Treasurer, Saugeen Conservation  
Peggy Van Mierlo-West, CAO, Northern Bruce Peninsula  
Karen Gillan, Communications Specialist/Program Supervisor, DWSP  
Danielle Walker, Centre Wellington Risk Management Office

**Regrets:** Angela Newman, Mitch Twolan, Jim Uram, Robert Emerson

**Proxy Appointed By:** Angela Newman

The Chair introduced and welcomed the new MECP liaison, Catherine Eby; Danielle Walker of the Centre Wellington Risk Management Office; Grey Sauble Conservation CAO Tim Lanthier, and Saugeen Conservation General Manager Jennifer Stephens.

The funding Workplan was extended from a one-year term to a two-year term, which enables work with municipalities and landowners to be planned over two years. Section 34 amendments provide for new or additional changes required for three new wells that are being planned: Chesley, Scott's Point and Minto Pines.

The Ministry has released best practices guidance respecting privately-owned communal wells. The best practices instructions cover user-friendly information and tips to help protect these types of drinking water sources from contamination and will require consultation in the future respecting the protection for these areas.

**Motion No.  
SPC-22-326**

**Moved by: Les Nichols  
Seconded by: Dennis Kefalas**

**THAT: the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee receives this Administration Report 6a for information.**

**Carried**

#### Communications Report 6b

The Communications Specialist reviewed Report 6b and advised work was completed on the Annual Progress Report, the Source Water newsletter and the media release announcing the submission of the s.36 amendments. The newsletter highlights the best management practices guide, as well as information from the Ministry and Conservation Ontario.

The Children's Water Festival will be virtual again this year and students in the eligible age group will be provided with information, literature and projects to participate

Ausable Bayfield Maitland Valley Source Water Protection produced a series of videos featuring SPC members and including Conservation Ontario videos. These videos can be viewed at: <http://www.sourcewaterinfo.on.ca/news/videos/> and are excellent at explaining drinking water source protection-related topics.

#### **7. New Business**

##### Director's Technical Rule Amendments Report 7a

The Project Manager reviewed Report 7a and advised that the Director's Technical Rules were recently approved and are currently being reviewed and discussed with other DWSP offices. The Technical Rules provide, among other things, for an assessment of climate change risks, WHPA-E systems, and general amendments around the Table of Circumstances. More detail of the Rules will be provided at upcoming SPC meetings, including the refinement of existing policies to target high-risk areas.

**Motion No.  
SPC-22-327**

**Moved by: John Fruin  
Seconded by: Dennis Kefalas**

amendments have been or are being reviewed. Staff is working with municipalities respecting septic inspections, and 100% of risk management policies have been implemented.

**Motion No.**  
**SPC-22-329**

**Moved by: Dennis Kefalas**  
**Seconded by: Tara Saab**

**THAT:** the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee receives a copy of the draft Source Protection Annual Progress Report and directs Staff to provide the Report, along with any comments to the Ministry of the Environment, Conservation and Parks by May 1, 2022.

**Carried**

### **8. Other Business**

Dennis Kefalas and Angela Newman, who are both resigning from the Committee, were recognized for their respective informed and engaged contributions and wished the best in the future.


The Chair announced that his term as SPC chair will not be renewed in August 2022. Applications will open in the future to fill his position and the Committee will be provided with this information when it becomes available.


There was no other business.

### **9. Confirmation of Next Meeting and Adjournment**

The next Committee meeting will be held on Friday, July 22, 2022 at a venue to be determined.

There being no further business, the meeting was adjourned at 2:55 p.m.

  
\_\_\_\_\_  
Bill Twaddle  
Chair  
*Richard (Dick) Hibma*  
*Interim Chair*

  
\_\_\_\_\_  
Nancy Quest  
Recording Secretary

## **SOURCE PROTECTION COMMITTEE**

### **MINUTES – MEETING #89**

**MEETING:** SOURCE PROTECTION COMMITTEE

**DATE:** FRIDAY, JULY 22, 2022

**TIME:** 1:00 P.M.

**LOCATION:** GREY SAUBLE CONSERVATION & VIRTUAL VIA WEB/EX

#### **CALL TO ORDER**

The Project Manager advised that Chair Bill Twaddle was unable to attend this meeting and called for the members to nominate an acting chair.

**Motion No.**  
**SPC-22-330**

**Moved by Gord Timmerman**  
**Seconded by Dan Orr**

**THAT the members of the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee nominate Dick Hibma Acting Chair of the Source Protection Committee for the meeting held July 22, 2022.**

**Carried**

The Acting Chair called the meeting to order at 1:10 p.m.

**In Attendance:** Acting Chair, Dick Hibma  
Andrew Barton, Stan Eby, John Fruin, Dan Orr, Tara Saab, Gord Timmerman, Jim Uram

**Others Present:** Mary Wooding, Ex-officio, Ministry of the Environment, Conservation and Parks (MECP)  
Carl Seider, Project Manager, Drinking Water Source Protection (DWSP)  
Nancy Guest, Recording Secretary, DWSP  
Karen Gillan, Communications Specialist, DWSP

**Also in Attendance:** Jennifer Stephens, General Manager/Secretary-Treasurer, Saugeen Conservation

**Regrets:** Chair Bill Twaddle, Robert Emerson, Les Nichols, Mitch Twolan

**Proxy Appointed By:** Les Nichols

The Acting Chair introduced and welcomed new Health Sector representative, Andrew Barton, to the Committee members. Andrew, who served on the Committee previously, replaced Angela



Newman and is familiar with the matters concerning the Committee. Andrew will also serve as the Health Unit ex-officio to the Committee.

### **1. Adoption of Agenda**

**Motion No.  
SPC-22-331**

**Moved by John Fruin  
Seconded by Andrew Barton**

**THAT the Agenda be adopted as distributed.**

**Carried**

### **2. Disclosure of Pecuniary or Conflict of Interest**

Source Protection Committee (SPC) members were reminded to disclose any pecuniary interest that may arise during the course of the meeting. No disclosures of pecuniary interest were expressed at this time.

Gord Timmerman declared that he may have a conflict of interest with the Warton Fish Farm issue.

### **3. Adoption of Minutes**

**Motion No.  
SPC-22-332**

**Moved by John Fruin  
Seconded by Gord Timmerman**

**THAT the Minutes of the March 25, 2022 Source Protection Committee meeting be adopted as distributed.**

**Carried**

### **4. Matters Arising from the Minutes**

No matters arose from the previous minutes.

### **5. Correspondence**

No correspondence at this time.

### **6. Reports**

#### **Administration Report 6a**

The Project Manager reviewed Administration Report 6a and advised that new wells are in development at Scott's Point in the Municipality of Kincardine and Chesley in the Municipality of Arran-Elderslie. Previous models have proved to be helpful to the consultants and pumping tests have been undertaken to obtain recharge rates. A Notice will be issued by the local Source Protection Authority (SPA), Saugeen Valley Conservation, before the owner can apply for a drinking water works permit/license and water cannot be provided to the public until the updated Source Protection Plan has been approved.

With respect to Lake Rosalind, Staff has been meeting with staff from the Municipality of Brockton and Saugeen Valley Conservation regarding water quality concerns and will revisit septic and fuel storage policies in this area. Feedback has been supportive respecting revisiting the threat policies that may apply within the existing source protection zones, as well as future education and outreach opportunities. The Municipality is considering the possible changes and the technical work that would be required to support these amendments.

A request was received respecting the water quality concerns of Lake Eugenia in the Municipality of Grey Highlands, which is not within a protection zone. The man-made lake is shallow and sensitive to algal blooms. Grey Sauble Conservation staff currently conducts water monitoring in a couple of locations around Lake Eugenia. Best management practices are being considered respecting septic inspections, fertilizer use and land use practices around the Lake. The MECP is sharing information so that new tools and support might be implemented by the Municipality.

There are eleven risk management plans remaining to be negotiated in the Town of Minto and the Township of Wellington North, possibly less once threats have been determined.

Bruce Power continues to monitor and regularly report tritium levels in Lake Huron which shows levels to be very low. Scheduled repairs may move levels even lower.

**Motion No.**  
**SPC-22-333**

**Moved by John Fruin**  
**Seconded by Dan Orr**

**THAT: the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee receives this Administration Report 6a for information.**

**Carried**

#### Communications Report 6b

The Communications Specialist reviewed Communications Report 6b and advised that Conservation Ontario is developing a focus group to develop optimum education and outreach and the Project Manager and Communications Specialist are also developing region-specific outreach material. Our social media results were discussed, including the themes covered on our website. Saugeen Valley Conservation has partnered with the Nuclear Waste Management Organization (NWMO) to offer a water well improvement program to financially support landowners in their efforts to protect groundwater within the SVCA watershed. The Children's Water Festival will be virtual again in 2022, with a plan to return to in-person activities in 2023. The Communications Specialist assisted in judging the Arran-Tara Fall Fair Ambassador competition, and also invited SPC members to join her at the Hibou Free Family Fun Day booth on August 7, 2022 to assist with educational outreach.

## 7. New Business

### Source Protection Committee Members Report 7a

The Project Manager reviewed Source Protection Committee Members Report 7a and advised that the Chair's appointment was ending August 19, 2022 and the appointment of an interim Chair would be necessary until the Province officially appoints a new Chair. This process has been delayed by the recent election and members are encouraged to discuss an interim Chair from amongst the Committee. Chair Twaddle's contributions to and passion for the program was acknowledged.

Andrew Barton has been appointed to the Committee as the health sector representative filling the place of Angela Newman. Andrew served on the SPC previously and is employed by the Grey Bruce District Health Unit. Andrew will concurrently serve as the Health Unit ex-officio to the SPC.

Municipal Group #1 representative Dennis Kefalas resigned from the Committee and his vacancy will be filled after canvassing the relevant municipalities for a candidate who will then be vetted by the Management Committee.

The terms of SPC members were reviewed as to renewal or replacement. Municipal representative renewals or replacements will be addressed following municipal elections in October 2022.

**Motion No.  
SPC-22-334**

**Moved by Gord Timmerman  
Seconded by Stan Eby**

**THAT: the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee receives Source Protection Committee Members Report 7a for information and welcomes Andrew Barton as the new Health Sector Representative on the Committee; and further,**

**THAT: the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee recognizes the dedication and significant contributions provided by Chair Bill Twaddle over the years in furthering the protection of drinking water sources across the Region.**

**Carried**

The MECP liaison attending this meeting, Mary Wooding, advised that a new Chair will be appointed as soon as possible and in the interim, it was recommended that an Interim Chair be appointed until that time.

**Motion No.  
SPC-22-335**

**Moved by Gord Timmerman  
Seconded by John Fruin**

**THAT: Interim Chair Dick Hibma remains as Interim Chair until such time as a Chair is formally appointed by the Ministry of the Environment, Conservation and Parks.**

**Carried**

### Wiarion Fish Farm Report 7b

The Project Manager reviewed Wiarion Fish Farm Report 7b and advised that this matter was brought to the attention of the Committee after recent studies respecting a proposed major fish farm facility north of Wiarion near Colpoys Bay, which may affect the Wiarion intake protection zone. Current information states that the fish farm will use a recycled aquaculture system with water taken from Colpoys Bay, recirculated within the facility and returned 500m into the Bay as treated effluent. An independent study by the Bruce Peninsula Water Watch, as well as a study by McMaster University students sets out implications and impacts and lists a number of concerns such as sodium levels, waste and waste management.

Various permitting is required and source water Risk Management Staff will be investigating the implications as well. The actual facility is outside the intake protection zone however, a pipeline is proposed to go through the zone, which could be compared to a sewer pipe, whereby if a spill occurs, potential impacts on the drinking water source should be considered.

This matter was discussed by the Committee and the Project Manager will contact the Municipality of South Bruce Peninsula to discuss a position of interest with respect to risk management.

**Motion No.**  
**SPC-22-336**

**Moved by John Fruin**  
**Seconded by Andrew Barton**

**THAT:** the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Committee receives Wiarion Fish Farm Report 7b for information and directs Staff to continue to review possible Source Protection Plan policy implications pending further information or application details becoming available.

**Carried**

### **8. Other Business**

There was no other business.

### **9. Confirmation of Next Meeting and Adjournment**

The next Committee meeting will be held on Friday, November 25, 2022.

There being no further business, Gord Timmerman made a motion to adjourn at 2:35 p.m.

  
\_\_\_\_\_  
Dick Hibma  
Interim Chair

  
\_\_\_\_\_  
Nancy Guest  
Recording Secretary



## Grand River Conservation Authority

Summary of the General Membership Meeting – January 27, 2023

To GRCA/GRCF Boards and Grand River watershed municipalities - Please share as appropriate.

### Action Items

The Board approved the resolutions in the following reports as presented in the agenda:

- GM-01-23-04 - Budget 2023 Draft #2
- GM-01-22-06 - Budget 2022 Draft #2
- GM-01-22-03 - Refuse Collection and Recycling RFP
- GM-01-23-08 - Proposed By-law 1-2023

### Information Items

The Board received the following reports as information:

- GM-01-23-03 - Per diems and Honorariums for 2023
- GM-01-23-01 - Cash and Investment Status
- GM-01-23-07 - Ontario's Housing Supply Action Plan - Related Regulatory Changes, Ministerial Order and OWES Manual Amendments
- GM-01-23-02 - Development, Interference with Wetlands and Alterations to Shorelines Regulation
- GM-01-23-06 - Current Watershed Conditions
- GM-01-23-05 - Lake Erie Surge Flood Event – December 23, 2022

### Correspondence

The Board received the following correspondence:

- Ministry of Municipal Affairs and Housing re: Greenbelt Amendments and Revocation of the Central Pickering Development Plan and O.Reg. 154/03
- County of Brant re: Bill 23, More Homes Built Faster Act, 2022 - Legislative Update and Comments
- Conservation Ontario re: Review of A Place to Grow (Growth Plan) and PPS (ERO Posting 019-6177)
- Ministry of Natural Resources and Forestry regarding the exception request for chair and vice-chair term limits

### Source Protection Authority

The General Membership of the GRCA also acts as the Source Protection Authority Board. No meeting was held this month.

### Election of Officers

The board elects a chair and vice-chair each January to serve for the coming year.

- Chris White was acclaimed as Chair of the Grand River Conservation Authority for a third one-year term
- Susan Foxton was acclaimed as Vice-Chair of the Grand River Conservation Authority for a third one-year term

For full information, please refer to the [January 27 Agenda Package](#). Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on February 24, 2023.

You are receiving this email as a GRCA board member, GRCF board member, or a Grand River watershed member municipality. If you do not wish to receive this monthly summary, please respond to this email with the word 'unsubscribe'.

## Members Meeting #11-22

December 21, 2022

<b>Members Present:</b>	Alison Lobb, Alvin McLellan, Matt Duncan, Kevin Freiburger, Megan Gibson, Dave Turton, Evan Hickey, Myles Murdock, Ed McGugan, Anita van Hittersum
<b>Members Absent:</b>	Cheryl Matheson
<b>Others Present:</b>	Ed Podniewicz, Cory Bilyea
<b>Staff Present:</b>	Phil Beard, General Manager-Secretary-Treasurer Danielle Livingston, Financial Services Coordinator Tim Prentice, Field Services Specialist

**1. Call to Order:**

Chair Duncan welcomed everyone and called the meeting to order at 7:00pm.

**2. Declaration of Pecuniary Interest:**

There were no pecuniary interests.

**3. Introduction of New Staff:** Tim Prentice, Field Services Specialist

Tim Prentice introduced himself to the members.

**4. Minutes:**

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #10-2022 held on November 30, 2022 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.

**Motion FA #105-22****Moved by: Dave Turton****Seconded by: Megan Gibson**

THAT the minutes from the General Membership meeting #10-2022 held on November 30, 2022 be approved.



(carried)

**5. Business out of the Minutes:**

- a) Review of Comments on Proposed Changes to Fees: Report #62-2022

Report #62-22 was presented and the following motion was made:

**Motion FA #106-22**

**Moved by: Alison Lobb**

**Seconded by: Myles Murdock**

THAT the Fee Schedule for 2023 is approved and that the fee schedule will take effect as of January 1, 2023.

(carried)

- b) Summary Bill 23 Comments re: conservation authorities: Report #63-2022

Report #63-22 was presented and the following motion was made:

**Motion FA #107-22**

**Moved by: Ed McGugan**

**Seconded by: Megan Gibson**

THAT Report #63022 is excepted as presented.

(carried)

**6. Business Requiring Direction and or Decision:**

- a) Draft 2023 Work Plan and Budget: Report #64-2022

Report #64-22 was presented and the following motion was made:

**Motion FA #108-22**

**Moved by: Megan Gibson**

**Seconded by: Alvin McLellan**

THAT the 2023 draft budget, work plan and levy be circulated to member municipalities for review and further that the final work plan and budget be brought back to the Members on March 15, 2023, for final review and approval;

AND FURTHER THAT the municipal information package be developed and circulated to member municipalities based upon the direction provided by the Members.

(carried)

b) Personnel Committee Report #65-2022

Report #65-22 was presented and the following motion was made:

**Motion FA #109-22**

**Moved by: Alison Lobb**

**Seconded by: Myles Murdock**

THAT the revised Personnel Manual be approved for 2023 And further that the Occupational Health and Safety Manual for 2022 be approved for use in 2023.  
(carried)

c) Employee Assistance Program Review: Report #66-2022

Report #66-2022 was presented and the following motion was made:

**Motion FA #110-22**

**Moved by: Dave Turton**

**Seconded by: Evan Hickey**

THAT the Employee Assistance Program (EAP) continue to be included in MVCA's Group Health Benefits and follow the same cost-share and review terms as that of all other group health benefits.  
(carried)

d) 2023 Annual Meeting: Report #67-2022

Report #67-2022 was presented and the following motion was made:

**Motion FA #111-22**

**Moved by: Megan Gibson**

**Seconded by: Dave Turton**

THAT the Annual Meeting be held at 2:00p.m. on Wednesday, February 15th;  
AND THAT the meeting be held at the Wroxeter Hall.  
(carried)

e) Declarations for Chair and Vice Chairs: Report #68-2022

Report #68-2022 was presented for information purposes.

- f) Request from Maitland Conservation Foundation: Report #69-2022

Report #69-22 was presented and the following motion was made:

**Motion FA #112-22**

**Moved by: Alison Lobb**

**Seconded by: Dave Turton**

THAT the General Manager Secretary Treasurer continue to serve as Interim Executive Director to the MCF Board of Directors for 2023.

(carried)

**7. Chair and Members Reports:**

There were none at this time.

**8. Consent Agenda:**

The following items were circulated to the Members for their information:

- a) Agreements Signed: Report #70-2022
- b) Revenue-Expenditure Report for November: Report #71-2022
- c) Minor Amendments to the Flood Plain Mapping: Report #72-2022

The following motion was made:

**Motion FA #113-22**

**Moved by: Alvin McLellan**

**Seconded by: Myles Murdock**

THAT Report #70-2022 through Report #72-2022 along with their respective recommended motions as outlined in the Consent Agenda is approved.

(carried)

**9. In Camera Session: GM-ST Performance Review**

**Motion FA #114-22**

**Moved by: Dave Turton**

**Seconded by: Megan Gibson**

THAT the members move into an in-camera session.

(carried)

**Motion FA #115-22****Moved by: Myles Murdock****Seconded by: Anita van Hittersum**

THAT the members moved back into the full authority meeting.  
(carried)

**Motion FA #116-22****Moved by: Myles Murdock****Seconded by: Evan Hickey**

THAT with the successful performance review, the General Manager-Secretary Treasurer be placed on Step 3 of the 2023 salary grid.

**10. Adjournment - Next Meeting Date, Wednesday, January 25, 2023, at 7:00pm.  
Meeting to be held at MVCA's Administrative Centre.**

The members meeting adjourned at 8:20pm with the following motion:

**Motion FA #116-22****Moved by: Ed McGugan****Seconded by: Megan Gibson**

THAT the members meeting be adjourned.  
(carried)



Matt Duncan  
Chair



Phil Beard  
General Manager  
Secretary-Treasurer



## PLANNING REPORT

### for the TOWNSHIP OF WELLINGTON NORTH

Prepared by the County of Wellington Planning and Development Department

**DATE:** February 6<sup>th</sup>, 2023  
**TO:** Darren Jones, CBO  
 Township of Wellington North  
**FROM:** Matthieu Daoust, Senior Planner  
 County of Wellington  
**SUBJECT:** **425-427 King St E, Mount Forest**  
**Zoning By-law Amendment**

#### SUMMARY

The purpose of this report is to provide the Township with recommendations regarding the above-noted application to permit the construction of an 18-unit cluster townhouse development.

Following the public meeting held on December 19<sup>th</sup>, 2022, the applicant has submitted a letter to address the comments and concerns of the neighboring property owners. Planning Staff have reviewed the response letter and have considered the public comments that have been received.

Planning Staff are of the opinion that the zoning by-law amendment to permit an 18-unit cluster townhouse development on the property is consistent with Provincial Policy and conforms with the County of Wellington Official Plan.

Planning Staff note that site plan approval will be required for the proposed development which will finalize details relating to landscaping, buffering, fencing, snow storage etc. addresses and compatibility of the building with the adjacent properties. Planning Staff have also prepared a draft zoning by-law amendment for Council's consideration. A copy of the draft by-law is attached as Schedule 2 to this report.

#### INTRODUCTION

The property subject to the proposed amendment is described as Part Park Lot 3, RP 60R2483 Pt 1 & 2 and Municipally known as 425 & 427 King St E, Geographic Town of Mount Forest. The subject property is 0.62 ha (1.53 ac) in size and is currently vacant. The location of the property is shown on Figure 1.

#### PROPOSAL

The purpose of this zoning amendment is to rezone the subject lands from Residential (R2) zone to Residential (R3) zone to permit the construction of an 18-unit cluster townhouse development (Figure 2). The proposed development will include one vehicular access located on King St



Figure 1: Airphoto of subject lands (Source: County of Wellington, 2020)

E, a total of 18 parking spaces at each dwelling, four visitor parking and one accessible parking spaces and an outdoor amenity area to be used by the area residents.

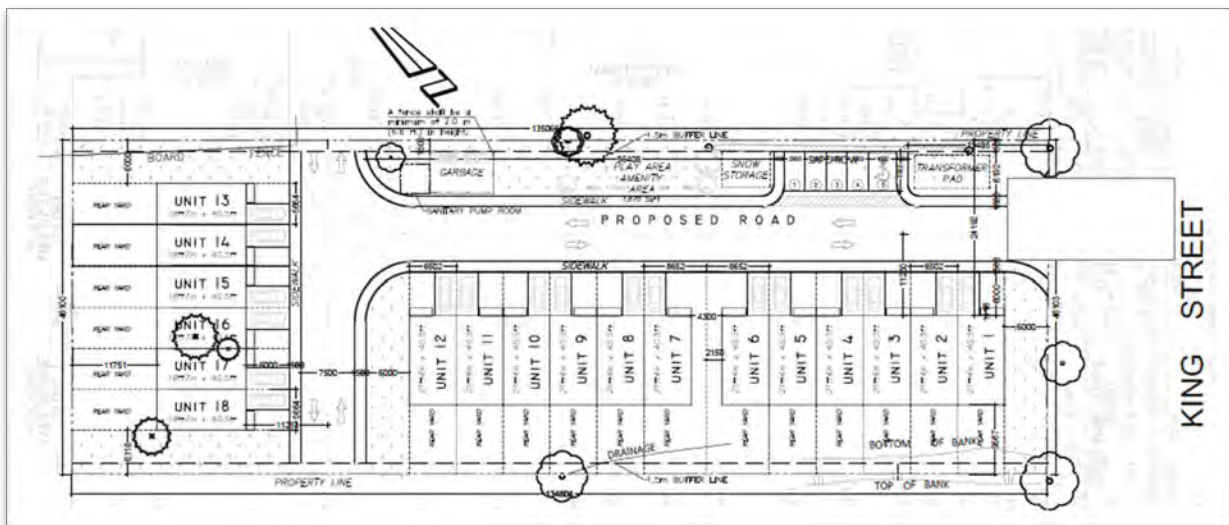


Figure 2: Site plan submitted by Professional Floor Plans Inc, August 10<sup>th</sup>, 2022

## SUPPORTING STUDIES

The applicant has completed the following technical reports and studies in support of the proposed application:

- A Hydrant Flow Test Report prepared by Bruce Fire Engineering
- A Traffic Impact letter prepared by IBI Group
- A Storm Water Management and Sanitary Concept Report prepared by AM Engineering
- A Planning Justification Report prepared by ARDPROBE Inc

## PUBLIC MEETING COMMENTS

A public meeting was held on December 19<sup>th</sup>, 2022. A number of neighboring residents spoke at the public meeting. Written comments have also been received from the public and are available for review in the file. The concerns raised by the public relate to:

- Garbage collection
- Density
- Tree removal
- Parking
- Privacy
- Neighboring land values

The applicant has indicated that they have considered and responded to these concerns through the submitted response letter. A copy of the response letter is attached as **Schedule 1** to this report.

## AGENCY COMMENTS

The application was circulated to commenting agencies in accordance with the Planning Act. No objections or concerns were received.



### SITE PLAN APPROVAL

The development of an 18-unit townhouse development is subject to site plan approval in the Township. Site Plan Approval would be required prior to the issuance of a building permit for the project. Planning Staff note that the site plan application will provide the opportunity for a more detailed review of the design of the site. Such matters as landscaping, buffering, fencing, drainage, grading, snow storage, parking, the provision of sidewalks etc. will be reviewed in greater detail. The site plan process provides the mechanism to implement landscaping, buffering, and other site works which will consider and address compatibility of the development with neighbouring properties.

### DRAFT ZONING BY-LAW AMENDMENT

A draft zoning by-law amendment has been prepared for public review and Council's consideration, and attached to this report as **Schedule 2**. Planning Staff note the proposed development meets all zoning regulations in the Residential (R3) zone, no site specific exemptions are required.

The proposed amendment rezones the property from R2 to R3. A comparison of the dwelling types permitted in each zone is provided below for information:

R2 Zone – Permitted Dwelling Types	R3 Zone – Permitted Dwelling Types
Single Detached Dwelling Semi Detached Dwelling Duplex Dwelling Triplex Dwelling Fourplex Dwelling Three of Four Unit Street Townhouse	Street Townhouses Cluster/Block Townhouses Apartments

### PLANNING OPINION

In my opinion, the proposed 18-unit cluster townhouse development is consistent with Provincial Policy, including the PPS and the Growth Plan (A Place to Grow). The introduction of medium density residential development is consistent with Wellington North Community Growth Plan, and with the policies of the County Official Plan which support residential redevelopment and intensification that is compatible with existing neighborhoods.

Respectfully submitted

County of Wellington Planning and Development Department




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Matthieu Daoust, MCIP RPP  
Senior Planner

## Schedule 1 – Applicant’s Response Matrix

**PUBLIC MEETING TO CONSIDER AMENDMENTS TO THE COMPREHENSIVE ZONING BY-LAW:  
ZBA 23/22 425 & 427 King St E**

**COMMENT MATRIX**

CONCERN	COMMENT
Garbage concern	<ul style="list-style-type: none"> <li>The complex will be under a Condo corporation and will have private garbage disposal service unrelated to the city</li> </ul>
Density	<ul style="list-style-type: none"> <li>The application density is intentionally below city’s maximum R3 zoning allowance as we too are concerned about urban sprawl</li> </ul>
Environmental (Sound, light pollution, and traffic concerns)	<ul style="list-style-type: none"> <li>Study has been conducted for Traffic and have found no significant impact to the pre-existing neighborhood</li> <li>Denser communities exist in immediate vicinity without much concern</li> </ul>
Large tree maintenance/removal	<ul style="list-style-type: none"> <li>The site is mostly grass and clear of mature trees. Trees that are on the border of property line may require some pruning to maintain private property standards</li> <li>We expect the overall ecological impact to be minimal and well within city guidelines</li> </ul>
Length of time spent developing	<ul style="list-style-type: none"> <li>Our intent is to proceed with this application as soon as possible</li> </ul>
Parking	<ul style="list-style-type: none"> <li>Each unit will likely have ample parking on the driveway + garage. Additionally, there will be ample visitor parking provided</li> </ul>
Privacy and property boundaries (including fencing)	<ul style="list-style-type: none"> <li>These concerns are part of site plan approval and will be addressed accordingly in a manner that respects everybody’s privacy and property borders</li> </ul>
Respecting/considering desires of current landowners	<ul style="list-style-type: none"> <li>We have initiated contact with the neighbors with concerns and are hoping to come to an agreeable understanding</li> </ul>

<p><b>Value of land for nearby owners</b></p>	<ul style="list-style-type: none"> <li>Multiple studies have shown that new housing in fact increases the long-term value of homes in the neighborhood. Newer homes make the neighborhood more desirable</li> </ul>
<p><b>Waste water management (including snow/water run-off and drainage)</b></p>	<ul style="list-style-type: none"> <li>These are part of site plan approval and are thoroughly addressed in the final plan</li> </ul>
<p><b>Wellington North Power</b></p> <ul style="list-style-type: none"> <li>Noted property is in the extremity of service territory with a significant span from their last services</li> <li>From planning and services viewpoint, it would be more advantageous if property was zone for higher density development</li> </ul>	<ul style="list-style-type: none"> <li>Hydro is addressed in the site plan as well. Our discussions with local contractors indicate that hydro requirements for the site can be addressed adequately</li> </ul>

Schedule 2 – Draft Zoning By-law

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
BY-LAW NUMBER \_\_\_\_\_.

BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01  
BEING THE ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Section 34 of The Planning Act, R.S.O. 1990, as amended

NOW THEREFORE the Council of the Corporation of the Township of Wellington North enacts as follows:

- 1. THAT Schedule 'A' Map 3 to By-law 66-01 is amended by changing the zoning on lands legally described as Part Park Lot 3, RP 60R2483 Pt 1 & 2 as shown on Schedule "A" attached to and forming part of this By-law from:
  - a. **Residential (R2) to Residential (R3)**
- 2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
- 3. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

READ A FIRST AND SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023

READ A THIRD TIME AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023

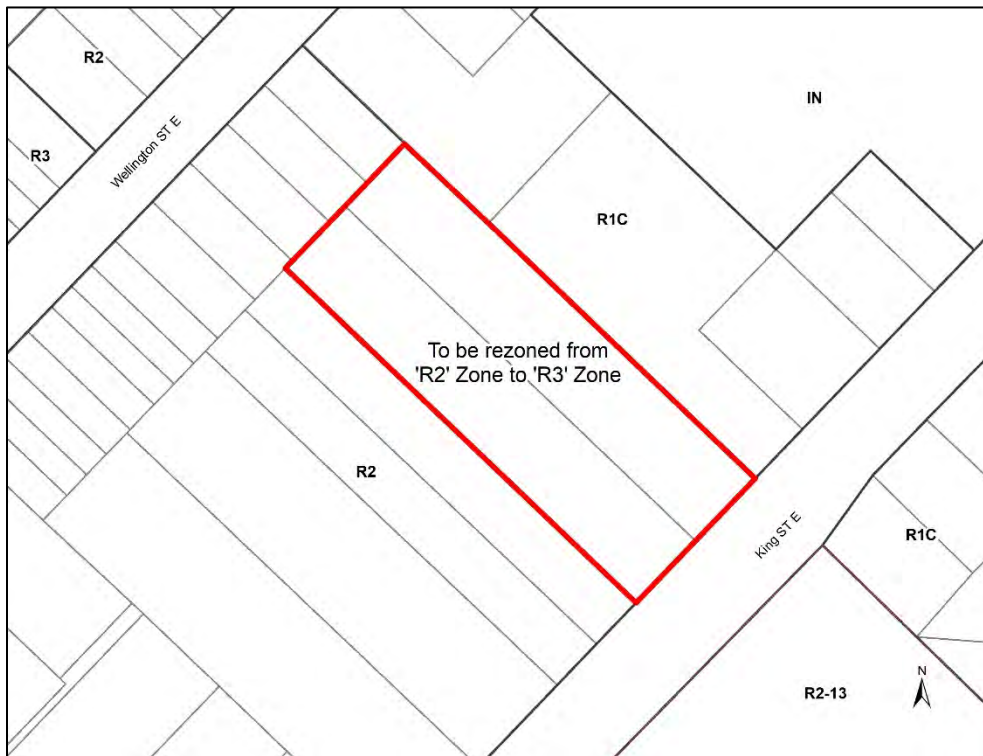
\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. \_\_\_\_\_

Schedule "A"



This is Schedule "A" to By-law \_\_\_\_\_.

Passed this \_\_\_ day of \_\_\_\_\_ 2023

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**EXPLANATORY NOTE****BY-LAW NUMBER \_\_\_\_\_.****THE LOCATION OF THE SUBJECT LANDS**

The property subject to the proposed amendment is described as Part Park Lot 3, RP 60R2483 Pt 1 & 2 and known Municipally as 425-427 King St E, Mount Forest. The property is approximately 0.62 ha (1.53 ac) in size and currently zoned Residential (R2) Zone.

**THE PURPOSE AND EFFECT** of the proposed amendment is to rezone the subject lands from Residential (R2) Zone to Residential (R3) Zone to permit the construction of an 18-unit cluster townhouse development.





# Staff Report

**To:** Mayor and Members of Council Meeting of February 6, 2023  
**From:** Tammy Pringle, Development Clerk  
**Subject:** **DC 2023-003, LEROY SHANTZ  
SITE PLAN AGREEMENT, 7340 SIDEROAD 5 EAST**

**RECOMMENDATION**

**THAT** Council of the Township of Wellington North receive for information Report DC 2023-003 regarding the Final Approval of the Leroy Shantz Site Plan Agreement.

**PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS**

By-law 087-22 Zoning By-law Amendment dated July 25, 2022

**BACKGROUND**

**Subject Lands**

The property is outside of the Hamlet of Riverstown in the former Township of Arthur. The subject lands are in the North East quadrant of the township; east of Highway 6 and north of Sideroad 5 E. The land holding is approximately 90 acres and is legally known as PT LT 13 CON EOSR DIVISION 2 ARTHUR TOWNSHIP; PT LT 13 CON EOSR DIVISION 3 ARTHUR TOWNSHIP; PT LT 13 CON EOSR DIVISION 4 ARTHUR TOWNSHIP PT 1, 60R1463 EXCEPT PT 1, 60R3478; TOWNSHIP OF WELLINGTON NORTH.

**The Proposal**

The Owner has applied for Site Plan Approval from the Township to construct a facility for repair and sale of farm use equipment. This development will include an 11,200 ft<sup>2</sup> building with shop, office space and storage areas. This project will include a loading dock ramp, fire water reservoir and minor site grading.

**Existing Policy Framework**

The subject lands are designated A-1 Agricultural Rural Exemption Zone, A Agricultural Zone, AC Agricultural Commercial Zone and NE Natural Environment in the Township of Wellington North Zoning By-Law 66-01 and Prime Agricultural and Core Greenlands in the County of Wellington Official Plan.

The development will take place in the AC, Agricultural Commercial zoned land.

**COMMENTS AND ANALYSIS**

The applicant has satisfied staff that this proposed development will be constructed in a manner that is consistent with municipal standards and best practices. A copy of the agreement is attached.

<b>COMMUNICATION PLAN</b>
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The executed site plan agreement has been forwarded to the Township's solicitor for registration.

<b>FINANCIAL CONSIDERATIONS</b>
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This proposal has no financial impact on the municipality as the Owner has provided securities and deposits to ensure all of the Works will be completed.

<b>ATTACHMENTS</b>
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- A. Location Map
- B. Site Plan Agreement

<b>STRATEGIC PLAN 2019 – 2022</b>
-----------------------------------

Do the report's recommendations align with our Strategic Areas of Focus?

Yes                       No                       N/A

Which priority does this report support?

- |   |   |
|---|---|
| <input type="checkbox"/> Modernization and Efficiency | <input type="checkbox"/> Partnerships                         |
| <input type="checkbox"/> Municipal Infrastructure     | <input checked="" type="checkbox"/> Alignment and Integration |

<b>Prepared By:</b>	Tammy Pringle, Development Clerk	<i>Tammy Pringle</i>
<b>Recommended By:</b>	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

SCHEDULE A – Location Map



## SCHEDULE B –Site Plan Control Agreement

### SITE PLAN CONTROL AGREEMENT

THIS AGREEMENT made this 18<sup>th</sup> day of January, 2023.

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
(the “Township”)  
OF THE FIRST PART

-and-

**LEROY SHANTZ**  
(hereinafter collectively called the “Owner”)  
OF THE SECOND PART

WHEREAS the Owner is the registered owner of the lands described as

PT LT 13 CON EOSR DIVISION 2 ARTHUR TOWNSHIP; PT LT 13 CON EOSR DIVISION 3 ARTHUR TOWNSHIP; PT LT 13 CON EOSR DIVISION 4 ARTHUR TOWNSHIP PT 1, 60R1463 EXCEPT PT 1, 60R3478; TOWNSHIP OF WELLINGTON NORTH

PIN: 71077-0129 (LT)

(hereinafter called the “Lands”)

AND WHEREAS the Township has enacted a Site Plan Control Area By-law pursuant to the provisions of Section 41 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, which said By-law affects the Lands;

AND WHEREAS this Agreement is being entered into by the parties hereto as a condition to the approval of the plans and drawings submitted by the Owner pursuant to Section 41 of the *Planning Act*.

AND WHEREAS the Owner has submitted to the Township, plans and drawings of a proposed development on the Lands described in Schedule “A” attached hereto;

AND WHEREAS the Township approved the plans and drawings submitted by the Owner subject to certain conditions;

AND WHEREAS these plans can be viewed at the Offices of The Corporation of the Township of Wellington North, 7490 Sideroad 7 West, Kenilworth, Ontario.

NOW THEREFORE in consideration of the mutual covenants hereinafter expressed, the Township’s approval of the plans and drawings described herein and other good and valuable consideration, the receipt and sufficiency whereof the parties irrevocably acknowledge, the parties agree as follows:

1. Plans showing the location of all buildings and structures to be erected on the Lands and showing the location of all facilities and works to be provided in conjunction therewith including, without limitation, all facilities and works required under Section 3 below (the “Plans”).
2. The Owner covenants and agrees to construct all buildings, structures, facilities and works in accordance with the Plans.
3. The Owner agrees that the building or buildings shall be erected and the project shall be completed in accordance with the Plans and all applicable laws, including without limitation, the exterior building design, site, elevation, landscape-buffering and layout plans as approved by the Township, subject only to such changes as are approved, in writing, by the Township. The Township



- reserves the right to waive or rescind any term or condition contained in this Agreement provided that such condition is waived or rescinded by Resolution of Council.
4. The Owner agrees that there shall be no outside storage on the Lands other than as provided in Paragraph Section 3 of this Agreement.
  5. The Owner agrees that all surface and roof drainage will be controlled on the Lands and taken to an outlet with catch basins, where necessary, in a manner approved by the Township and/or The Corporation of the County of Wellington (the "County").
  6. The Owner agrees that snow shall be removed from the parking lot area for the Lands.
  7. The provisions set out in Schedule "B" to this Agreement are site specific requirements that relate to the Lands and, to the extent that there is any inconsistency or conflict between the two sets of provisions, the terms of Schedule "B" shall prevail.
  8. The Owner agrees to dedicate to the Township, free and clear of all encumbrances, all easements and lands required by the Township for the construction, maintenance and improvement of any existing or newly required watercourses, ditches, land drainage works and sanitary sewage facilities on the Lands and, on request by the Township, to deliver the properly executed documents in registrable form to the Township in order to complete the dedication to the Township and to pay all costs incurred by the Township in respect to the aforementioned dedications.
  9. The Owner shall, where required by Township and/or County resolution, dedicate to the Township and/or to the County widening of highways that abut on the Lands at no cost to the Township and/or County, free and clear of all encumbrances.
  10. The Owner hereby releases and indemnifies the Township, the Township's consulting engineer, and, where applicable, the County, its servants, consultants, agents and contractors from any and all liability and associated costs, claims or demands in respect of the proper maintenance and operation of the matters and facilities required by virtue of this Agreement.
  11. In the event works are to be performed by the Owner, its servants or its agents on lands owned by or to be conveyed to the Township, referred to as offsite Works, the Owner shall:
    - a) The Owner shall obtain and maintain in full force and effect a policy of comprehensive general liability insurance, completed operations insurance, and automobile liability insurance, providing coverage for a limit of not less than FIVE MILLION DOLLARS (\$5,000,000.00) for each occurrence of a claim of bodily injury (including personal injury), death or property damage, including loss of use thereof, that may arise directly or indirectly out of the acts or omissions of the Owner. Such policy or policies shall be issued in the joint names of the Owner, with the Township and the Township's consulting engineer as additional insurers, and the form and content shall be subject to the approval of the Township. The policy shall be in effect for the period described in 11 (e) of this agreement. The issuance of such policy or policies of insurance shall not be construed as relieving the Owner from responsibility for other or larger claims, if any, for which it may be held responsible. A Certificate of Insurance shall be provided prior to the start of construction and on an annual basis. The policy shall specify that it cannot be altered, cancelled, or allowed to lapse unless prior notice by registered mail has been received thirty (30) days in advance by the Township.

- b) If requested by the Township and prior to the commencement of the Works, the Owner's contractor shall forward a Certificate of Insurance evidencing this insurance with the executed Agreement.
  - c) It is also understood and agreed that in the event of a claim any deductible or self-insured retention under these policies of insurance shall be the sole responsibility of the Developer and that this coverage shall preclude subrogation claims against the Township and will be primary insurance in response to claims.
  - d) The Township's claims process for Third Party claims is to refer the claimant, including lien claimants, directly to the Developer and to leave the resolution of the claim with the Contractor. This applies regardless of whether or not it is an insured loss.
  - e) The Owner shall, upon the earlier of (a) commencing any works on the relevant lands, or (b) applying for a building permit, supply the Township with cash or a letter of credit (the "Security") in form satisfactory to the Chief Administrative Officer ("CAO") and in an amount of One Thousand, Nine Hundred Dollars (\$1,900.00), sufficiently guaranteeing the satisfactory completion of the offsite works on Township property described in or contemplated by this Agreement and further guaranteeing the workmanship and materials and the repair of all damage to works or facilities required by this Agreement for a minimum period of two (2) years from the date of certification of substantial completion, and receive written approval from the Township Engineer. The Security must further guarantee payment to the Township of all inspection or other costs that the Township may incur as a result of this Agreement. When the work is completed to the satisfaction of the Township Engineer, the Security may be reduced to an amount equal to Ten (10%) per cent of the original amount determined by the Township Engineer for each phase and shall not be further reduced until the Township Engineer has approved the works at the end of the said minimum two (2) years period. No interest shall be payable on any such security deposit.
  - f) The Owner hereby acknowledges and agrees that should there be a deficiency in or failure to carry out any work or matter required by any clause of this Agreement, whether or not such work or matter is specifically secured by way of letter of credit, and the Owner fails to comply, within thirty (30) days written notice, with a direction to carry out such work or matter, the Township may draw on the letter of credit and enter onto the subject lands and complete all outstanding works or matters, and pay all costs and expenses incurred thereby from the proceeds so drawn.
  - g) The Owner hereby acknowledges and agrees that the Township reserves the right to draw on and use the letter of credit to complete any work or matter required to be done by the Owner pursuant to this Agreement. The Owner further acknowledges and agrees that, notwithstanding subsection 11(e) to this Agreement, in the event that the Municipality determines that any reduction in the letter of credit will create a shortfall with respect to securing the completion of any work or matter remaining to be carried out by the Owner pursuant to this Agreement, the Municipality will not be obligated to reduce the letter of credit until such time as such work is completed to the satisfaction of the Municipality or the Municipality has sufficient security to ensure that such work will be completed.
12. In the event works are to be performed by the Owner, its servants or its agents on lands other than lands owned by the Township, referred to as onsite Works, the Owner shall:
- a) Provide the Township with, upon the earlier of (a) commencing any works on the relevant lands, or (b) applying for a building permit, supply the



- Township with a letter of credit or other satisfactory security in an amount of TWENTY TWO THOUSAND EIGHT HUNDRED SIXTY THREE DOLLARS (\$22,863) equal to 50% of the cost of works and facilities relating to onsite servicing, storm drainage, surface treatment of parking areas, landscaping, buffer strips, fencing, grading, curbing and similar physical improvement works. No interest shall be payable on any such security deposit.
- b) Complete the said works and facilities within a period of one (1) year from the date of issuance of a building permit, or within two (2) years of the execution of this agreement by the Township if no building permit is required by the development provided for herein, and provide satisfactory proof of completion of the said works including survey, engineering, architectural (including landscape architect where required), or another professional certification, at the Owner's sole expense. When a substantial amount of the work is completed to the satisfaction of the Township, the Security may be reduced to an amount determined by the Township for each phase and shall not be further reduced until the Township has approved the works.
  - c) Upon failure of the Owner to complete the said works and facilities within the said one year period, the Township may draw on the said letter of credit or other satisfactory security, such amount or amounts as may be required to pay for the work done or to be done pursuant to the provisions of this section and the Township and/or its authorized agents are hereby authorized to enter upon the relevant lands to perform the said works and facilities.
13. The Owner shall grade the Lands and maintain the grading elevations in order to provide for surface drainage which shall be as provided for in the Plans. The Owner shall not use or cause or permit to be used any new construction on the Lands until after an as-built grading survey has been provided by an Ontario Land Surveyor and a professional engineer or architect has given the Township, at the Owner's expense, a letter of compliance for grading and drainage and Storm Water Management and signed by the engineer or architect certifying that all services, structures, works and facilities on or in the Lands which fall within the provisions of Section 41 of the *Planning Act* and are required for this development by the Plans and this Agreement and not contained within a building, have been installed and completed in a manner satisfactory to the engineer or architect.
  14. The Owner covenants and agrees not to permit the Lands to drain otherwise than into a properly installed drainage system with proper catchbasins and the grades and drainage facilities shall be so established as to provide roof water onto the internal system and maintain an on-site storm water management system to limit storm run-off from the site to a predevelopment rate of flow and to indemnify and save harmless the Township from any liability for excess run-off as a result of construction or development on the Lands.
  15. The Owner covenants and agrees to implement and monitor on-site sediment and erosion control measures, during construction of this development, to the satisfaction of the Township and to allow the Township and its agents, in perpetuity, access to the Lands to inspect roof drains, inlet control devices and storm water management facilities.
  16. The Owner is responsible for dust control of all dust resulting from the development, whenever necessary. To eliminate dust, the Owner may be required to apply dust suppressants, covering stockpiles of topsoil with tarps or applying ground cover to the areas that have been stripped and left undeveloped at the direction of the Township.
  17. The Township and Owner agree that the Owner may choose to develop the Lands in phases and in accordance with the approved phasing plan, as shown on the approved Plans. In such case, the Owner agrees as follows:

- a) that the Owner will not apply for nor will the Township be obligated to issue a building permit for such phase(s) until the provisions of this section have been complied with and the Owner has provided evidence that servicing capacity is available to accommodate the particular development phase, to the satisfaction of the Township;
  - b) that the Owner shall submit to the Township for review and approval proper plans and specifications showing the works and facilities required for site plan approval of each phase;
  - c) that the Owner shall provide to the Township a letter of credit or other satisfactory security in an amount to be determined by the CAO or the Chief Building Official (the "CBO"), and the provisions of this Agreement shall apply to such security with respect to such phase(s); and
  - d) that the provisions of this Agreement shall apply to all such phases.
18. This Agreement shall be registered against title to the Lands at the Owner's expense. It is understood and agreed that, after this Agreement has been registered against title, it shall not be released by the Township. After all terms and conditions of this Agreement have been complied with to the satisfaction of the Township; the Township, upon request and at the Owner's expense, shall issue a Certificate of Compliance certifying compliance with this Agreement to the date of the Certificate.
19. The Owner hereby grants to the Township, its servants, agents and contractors a license to enter onto the Lands and into structures for the purpose of inspecting the works and the Lands or for any other purpose pursuant to the rights of the Township under this Agreement.
20. The covenants, agreements, conditions and understandings set out herein and in Schedule "B" hereto, which form part of this Agreement, shall run with the Lands and shall enure to the benefit of and be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, as the case may be.
21. If the proposed development governed by this Agreement is not commenced within two (2) years from the date of the execution of this Agreement, or if the Owner does not make a submission for site plan approval of its broader development of the Lands within two (2) years from the date of the execution of this Agreement, the Township may, at its sole option and on sixty (60) days' notice to the Owner, declare this Agreement null and void and of no further force and effect. The refund of any fees, levies or other charges paid by the Owner pursuant to this Agreement shall be in the sole discretion of the Township, but under no circumstances will interest be paid on any refund.
22. Nothing in this Agreement constitutes a waiver of the Owner's duty to comply with any By-law of the Township or any other law.

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SITE PLAN AGREEMENT  
LEROY SHANTZ

THIS AGREEMENT is executed by the Township this 18<sup>th</sup> day of January, 2023.

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

Per:



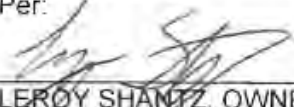
**DARREN JONES, CHIEF BUILDING OFFICIAL**

I have authority to bind the corporation.

THIS AGREEMENT is executed by the owner this 18<sup>th</sup> day of January, 2023.

**LEROY SHANTZ**

Per:



**LEROY SHANTZ, OWNER**

I/we have authority to bind the corporation.

DEVELOPER'S MAILING ADDRESS:	1033 Tribe Rd., West Montrose, ON, N0B 2V0
DEVELOPER'S PHONE NUMBER	519-669-3577
DEVELOPER'S EMAIL ADDRESS	n/a

**SCHEDULE "A"****Approved Plan and Drawings**

Tri-Sha Equipment, Township of Wellington North, Engineer's Drawings prepared by H.M. Bye, 395 Church Street N. Mount Forest, Ontario, N0G 2L2, bearing the signature and seal of Harry Bye, P.Eng., Registered Professional Engineer.

DOCUMENT NUMBER	DOCUMENT NAME	REVISION NUMBER	REVISION DATE	PREPARED BY
1A	Overall Site Plan	2	01/07/23	H. M. Bye
1B	Enlarged Site Plan	2	01/07/23	H. M. Bye
1C	Dock Loading Ramp Plan & Details	1	12/07/22	H. M. Bye
1D	Fire Water Reservoir	0	01/01/23	H. M. Bye

**SCHEDULE "B"****Site Specific Requirements**

The provisions set out in this Schedule are site specific requirements that relate to the Lands. This Schedule shall be read in conjunction with the provisions of the main body of this Agreement, but to the extent that there is any inconsistency or conflict between the two sets of provisions, the following terms of this Schedule shall prevail.

1. The Owner agrees that all the services, works, facilities and matters required under this Agreement located on the lands shall be maintained for the life of the proposed development covered by the Site Plan at the Owner's, and each subsequent Owner of Lots or Blocks within the development, expense, including the buried stormwater management works, private fire hydrant, perimeter board fence, retaining wall, surface treatment of parking areas, line painting and associated signage of parking stalls, and landscaping. The Owner shall give the Township and its agents reasonable access on reasonable notice to the lands for the purpose of verification of compliance with the terms of this Agreement. The requirement includes, but is not limited to, the annual inspection and cleaning of the oil grit separator structure.
2. The property owner will allow Wellington North Fire Services and any mutual aid fire departments responding to use the cistern at any time if required for an incident in the area of the Township close to the property. Wellington North Fire Services will be responsible for replacing any water used if necessary and for any damage caused to the property owners property caused by trucks discharging water from the cistern.



# Staff Report

**To:** Mayor and Members of Council Meeting of February 6, 2023

**From:** Tammy Pringle, Development Clerk

**Subject:** **DC 2023-004, 5053745 ONTARIO INC. SITE PLAN AGREEMENT, PART PARK LOT 4, SOUTH SIDE OF DURHAM STREET AND EAST SIDE OF MAIN STREET, PLAN OF THE TOWN BEING PART 1 61R 22218 ; TOWNSHIP OF WELLINGTON NORTH**

**RECOMMENDATION**

**THAT** Council of the Township of Wellington North receive for information Report DC 2023-004 regarding the Final Approval of the 5053745 Ontario Inc. Site Plan Agreement.

**PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS**

B111-21 Consent Application, Council Resolution 2022-007 (January 10, 2022)  
By-law 019-20 Zoning By-law Amendment (February 10, 2020)

**BACKGROUND**

**Subject Lands**

The property is located in the Town of Mount Forest, on London Road North. The subject lands are in the north east quadrant of the town; south of London Road North and north of the Birmingham Street extension . The land holding is approximately 5.48 acres and is legally known as PART PARK LOT 4, SOUTH SIDE OF DURHAM STREET AND EAST SIDE OF MAIN STREET, PLAN OF THE TOWN BEING PART 1 61R 22218 ; TOWNSHIP OF WELLINGTON NORTH.

**The Proposal**

The Owner has applied for Site Plan Approval from the Township to construct a 4 storey, 33 unit apartment building that will be located on a severed lot (3,376 square metres), that was granted provisional consent by the Wellington County Land Division Committee in February 2022. The lot is currently within the “Jack’s Way” subdivision. This project will include storm sewer drainage, site servicing, grading and erosion control.

**Existing Policy Framework**

The subject lands are designated R3 High Density Residential Zone, R2 Medium Density Residential Zone, OS Open Space Zone and R3-49 Residential Exception Zone in the Township of Wellington North Zoning By-Law 66-01 and Residential designation in the County of Wellington Official Plan.

This development will take place on the R3-49, Residential Exception zoned land.



<b>COMMENTS AND ANALYSIS</b>
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The applicant has satisfied staff that this proposed development will be constructed in a manner that is consistent with municipal standards and best practices. A copy of the agreement is attached.

<b>COMMUNICATION PLAN</b>
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The executed site plan agreement will be forwarded to the Township's solicitor for registration.

<b>FINANCIAL CONSIDERATIONS</b>
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This proposal has no financial impact on the municipality as the Owner has provided securities and deposits to ensure all of the Works will be completed.

<b>ATTACHMENTS</b>
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- A. Location Map
- B. Site Plan Agreement

<b>STRATEGIC PLAN 2019 – 2022</b>
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Do the report's recommendations align with our Strategic Areas of Focus?

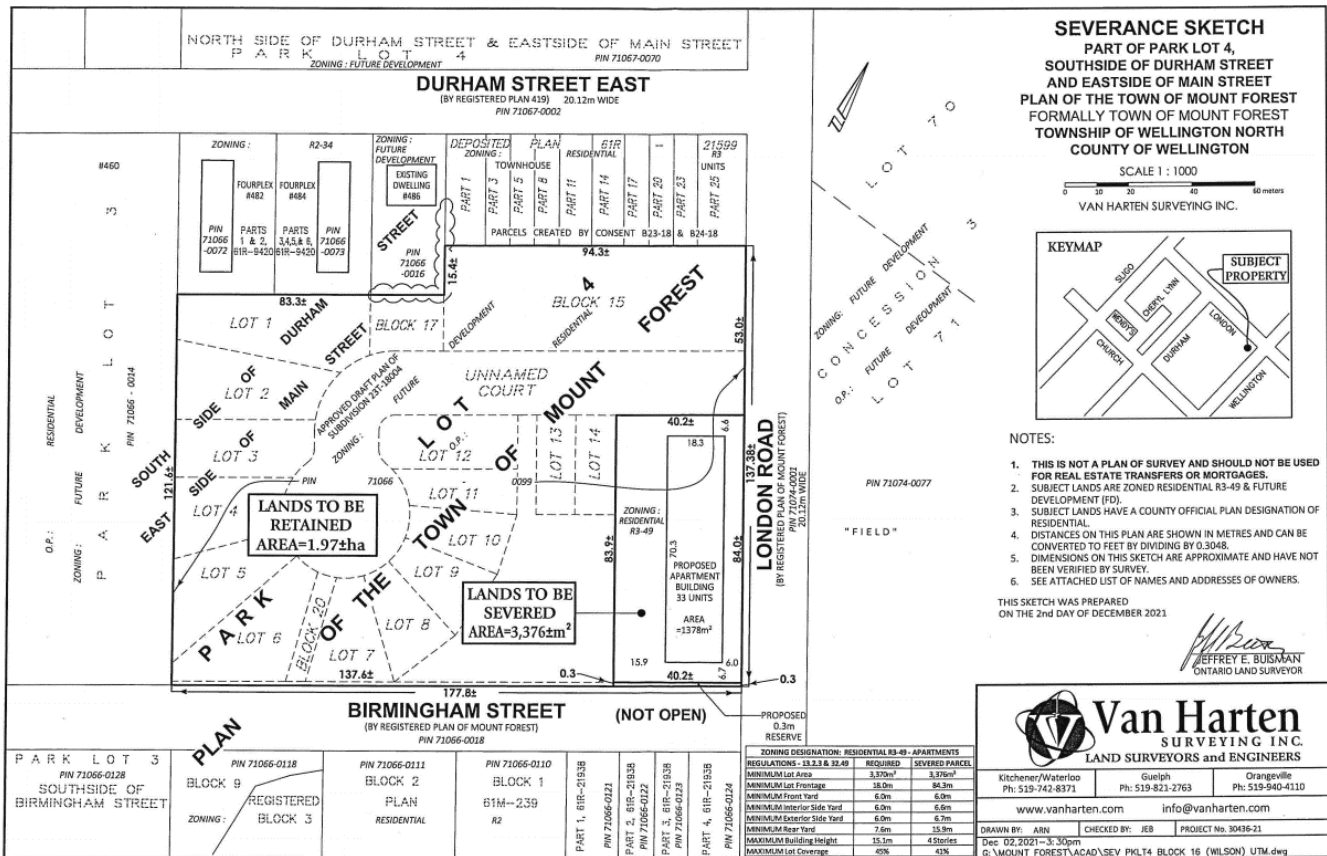
Yes
  No
  N/A

Which priority does this report support?

Modernization and Efficiency
  Partnerships  
 Municipal Infrastructure
  Alignment and Integration

<b>Prepared By:</b>	Tammy Pringle, Development Clerk	<i>Tammy Pringle</i>
<b>Recommended By:</b>	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

### SCHEDULE A – Location Map



**SCHEDULE B – Site Plan Control Agreement****SITE PLAN CONTROL AGREEMENT**

THIS AGREEMENT made this 31 day of January, 2023.

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**  
(the "Township")  
OF THE FIRST PART

-and-

**5053745 ONTARIO INC.**  
(hereinafter collectively called the "Owner")  
OF THE SECOND PART

WHEREAS the Owner is the registered owner of the lands described as

PART PARK LOT 4, SOUTH SIDE OF DURHAM STREET AND EAST SIDE OF MAIN STREET, PLAN OF THE TOWN BEING PART 1 61R 22218 ; TOWNSHIP OF WELLINGTON NORTH

PIN: 71066-0139

(hereinafter called the "Lands")

AND WHEREAS the Township has enacted a Site Plan Control Area By-law pursuant to the provisions of Section 41 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, which said By-law affects the Lands;

AND WHEREAS this Agreement is being entered into by the parties hereto as a condition to the approval of the plans and drawings submitted by the Owner pursuant to Section 41 of the *Planning Act*.

AND WHEREAS the Owner has submitted to the Township, plans and drawings of a proposed development on the Lands described in Schedule "A" attached hereto;

AND WHEREAS the Township approved the plans and drawings submitted by the Owner subject to certain conditions;

AND WHEREAS these plans can be viewed at the Offices of The Corporation of the Township of Wellington North, 7490 Sideroad 7 West, Kenilworth, Ontario.

NOW THEREFORE in consideration of the mutual covenants hereinafter expressed, the Township's approval of the plans and drawings described herein and other good and valuable consideration, the receipt and sufficiency whereof the parties irrevocably acknowledge, the parties agree as follows:

1. Plans showing the location of all buildings and structures to be erected on the Lands and showing the location of all facilities and works to be provided in conjunction therewith including, without limitation, all facilities and works required under Section 3 below (the "Plans").
2. The Owner covenants and agrees to construct all buildings, structures, facilities and works in accordance with the Plans.
3. The Owner agrees that the building or buildings shall be erected and the project shall be completed in accordance with the Plans and all applicable laws, including without limitation, the exterior building design, site, elevation, landscape-buffering and layout plans as approved by the Township, subject only to such changes as are approved, in writing, by the Township. The Township reserves the right to waive or rescind any term or condition contained in this

- Agreement provided that such condition is waived or rescinded by Resolution of Council.
4. The Owner agrees that there shall be no outside storage on the Lands other than as provided in Paragraph Section 3 of this Agreement.
  5. The Owner agrees that all surface and roof drainage will be controlled on the Lands and taken to an outlet with catch basins, where necessary, in a manner approved by the Township and/or The Corporation of the County of Wellington (the "County").
  6. The Owner agrees that snow shall be removed from the parking lot area for the Lands.
  7. The provisions set out in Schedule "B" to this Agreement are site specific requirements that relate to the Lands and, to the extent that there is any inconsistency or conflict between the two sets of provisions, the terms of Schedule "B" shall prevail.
  8. The Owner agrees to dedicate to the Township, free and clear of all encumbrances, all easements and lands required by the Township for the construction, maintenance and improvement of any existing or newly required watercourses, ditches, land drainage works and sanitary sewage facilities on the Lands and, on request by the Township, to deliver the properly executed documents in registrable form to the Township in order to complete the dedication to the Township and to pay all costs incurred by the Township in respect to the aforementioned dedications.
  9. The Owner shall, where required by Township and/or County resolution, dedicate to the Township and/or to the County widening of highways that abut on the Lands at no cost to the Township and/or County, free and clear of all encumbrances.
  10. The Owner hereby releases and indemnifies the Township, the Township's consulting engineer, and, where applicable, the County, its servants, consultants, agents and contractors from any and all liability and associated costs, claims or demands in respect of the proper maintenance and operation of the matters and facilities required by virtue of this Agreement.
  11. In the event works are to be performed by the Owner, its servants or its agents on lands owned by or to be conveyed to the Township (the "Offsite Works"), the Owner shall:
    - a) The Owner shall obtain and maintain in full force and effect a policy of comprehensive general liability insurance, completed operations insurance, and automobile liability insurance, providing coverage for a limit of not less than FIVE MILLION DOLLARS (\$5,000,000.00) for each occurrence of a claim of bodily injury (including personal injury), death or property damage, including loss of use thereof, that may arise directly or indirectly out of the acts or omissions of the Owner. Such policy or policies shall be issued in the joint names of the Owner, with the Township and the Township's consulting engineer as additional insurers, and the form and content shall be subject to the approval of the Township. The policy shall be in effect for the period described in 11 (e) of this agreement. The issuance of such policy or policies of insurance shall not be construed as relieving the Owner from responsibility for other or larger claims, if any, for which it may be held responsible. A Certificate of Insurance shall be provided prior to the start of construction and on an annual basis. The policy shall specify that it cannot be altered, cancelled, or allowed to lapse unless prior notice by registered mail has been received thirty (30) days in advance by the Township.



- b) If requested by the Township and prior to the commencement of the Offsite Works, the Owner's contractor shall forward a Certificate of Insurance evidencing this insurance with the executed Agreement.
  - c) It is also understood and agreed that in the event of a claim any deductible or self-insured retention under these policies of insurance shall be the sole responsibility of the Developer and that this coverage shall preclude subrogation claims against the Township and will be primary insurance in response to claims.
  - d) The Township's claims process for Third Party claims is to refer the claimant, including lien claimants, directly to the Developer and to leave the resolution of the claim with the Contractor. This applies regardless of whether or not it is an insured loss.
  - e) The Owner shall, upon the earlier of (a) commencing any Offsite Works on the relevant lands, or (b) applying for a building permit, supply the Township with cash or a letter of credit (the "Offsite Works Security Deposit") in form satisfactory to the Chief Building Official ("CBO") and in an amount of ZERO DOLLARS (\$0.00) as found in Schedule C, sufficiently guaranteeing the satisfactory completion of the Offsite Works on Township property only described in or contemplated by this Agreement and further guaranteeing the workmanship and materials and the repair of all damage to the Offsite Works required by this Agreement for a minimum period of two (2) years from the date of certification of substantial completion, and receive written approval from the Township Engineer. The Offsite Security Deposit must further guarantee payment to the Township of all inspection or other costs that the Township may incur as a result of this Agreement. When the work is completed to the satisfaction of the Township Engineer, the Offsite Security Deposit may be reduced to an amount equal to Ten (10%) per cent of the original amount determined by the Township Engineer for each phase and shall not be further reduced until the Township Engineer has approved the Offsite Works at the end of the said minimum two (2) years period. No interest shall be payable on any such security deposit.
  - f) The Owner hereby acknowledges and agrees that should there be a deficiency in or failure to carry out any work or matter required by any clause of this Agreement, whether or not such work or matter is specifically secured by way of letter of credit, and the Owner fails to comply, within thirty (30) days written notice, with a direction to carry out such work or matter, the Township may draw on the letter of credit and enter onto the subject lands and complete all outstanding Offsite Works or matters, and pay all costs and expenses incurred thereby from the proceeds so drawn.
  - g) The Owner hereby acknowledges and agrees that the Township reserves the right to draw on and use the letter of credit to complete any work or matter required to be done by the Owner pursuant to this Agreement. The Owner further acknowledges and agrees that, notwithstanding subsection 11(e) to this Agreement, in the event that the Municipality determines that any reduction in the letter of credit will create a shortfall with respect to securing the completion of any work or matter remaining to be carried out by the Owner pursuant to this Agreement, the Municipality will not be obligated to reduce the letter of credit until such time as such work is completed to the satisfaction of the Municipality or the Municipality has sufficient security to ensure that such work will be completed.
12. In the event works are to be performed by the Owner, its servants or its agents on lands other than lands owned by the Township (the "Onsite Works") the Owner shall:

- a) Provide the Township with, upon the earlier of (a) commencing any Onsite Works on the relevant lands, or (b) applying for a building permit, supply the Township with a letter of credit or other satisfactory security in an amount equal to 50% to a maximum of FIFTY THOUSAND DOLLARS (\$50,000) of the cost of works and facilities relating to onsite servicing, shared infrastructure, road improvements, storm drainage, surface treatment of parking areas, landscaping, buffer strips, fencing, grading, curbing and similar physical improvement works (the "Onsite Works Security Deposit"). No interest shall be payable on any such security deposit.
  - b) Complete the said works and facilities within a period of one (1) year from the date of issuance of a building permit, or within two (2) years of the execution of this agreement by the Township if no building permit is required by the development provided for herein, and provide satisfactory proof of completion of the said works including survey, engineering, architectural (including landscape architect where required), or another professional certification, at the Owner's sole expense. When a substantial amount of the work is completed to the satisfaction of the Township, the Security may be reduced to an amount determined by the Township for each phase and shall not be further reduced until the Township has approved the works.
  - c) Upon failure of the Owner to complete the said works and facilities within the said one year period, the Township may draw on the said letter of credit or other satisfactory security, such amount or amounts as may be required to pay for the work done or to be done pursuant to the provisions of this section and the Township and/or its authorized agents are hereby authorized to enter upon the relevant lands to perform the said works and facilities.
13. The Owner has received consent to sever the Lands to create two separate Blocks: the severed block (hereinafter called the "Apartment Block"), for the construction of an apartment building, and the retained block (hereinafter called the "Subdivision Block"), for the construction of lots pursuant to the registered Subdivision Agreement, dated August 29, 2022 (the "Subdivision Agreement"). The Owner acknowledges and agrees that the Apartment Block derives a direct benefit from the provision, construction, and installation of the Onsite Works and Offsite Works to be constructed on the Subdivision Block, as described in Schedule "C" of the Development Agreement (the "Development Agreement") entered into, or to be entered into between the Township and the Owner, and that the development of the Apartment Block could not take place without the existence of such Onsite and Offsite Works. The Owner covenants and agrees that this Site Plan Agreement and all requirements therein are applicable to both the Apartment and Subdivision Blocks and binding on the Owner as well as any successive Owners and assigns of the Lands, or any portion thereof.
  14. The Owner acknowledges that it has separately agreed to construct some or all of the Onsite and Offsite Works provided for in this Agreement under the Subdivision Agreement and the Development Agreement with respect to the Apartment Block. The Township may, at its sole and absolute discretion, accept the Onsite Works Security Deposit provided under this Agreement as satisfactory security (or partial security) under the Development Agreement and vice-versa, such that the Owner is not required to post security multiple times for the same Onsite Works and Offsite Works. The Owner acknowledges and agrees on behalf of itself and its successors and assigns, that, in the event the Township agrees to accept security on this basis, the Township shall be entitled to have recourse to that security under any agreement and notwithstanding any disposition of the Subdivision Block or the Apartment Block by the Owner.
  15. Notwithstanding the foregoing, the Owner's obligation to perform this Agreement, construct the Onsite Works and Offsite Works, and maintain the Onsite Works Security Deposit and Offsite Works Security Deposit as set out herein shall



subsist notwithstanding any lapsing, termination, or other occurrence in respect of either this Agreement, the Development Agreement, or the Subdivision Agreement.

16. The Onsite Works Security Deposit and Offsite Works Security Deposit shall be kept in full force and effect until such time as the Owner's engineer confirms and the Township accepts that:
  - a) the Owner has constructed, or caused to be constructed, all Onsite and Offsite Works on both the Apartment and Subdivision Blocks, the maintenance period outlined in the Development Agreement has expired and all remedial work and deficiencies have been corrected as described in paragraph 17 of the Development Agreement;
  - b) the Owner has completed the grading on the Apartment Block and Subdivision Block as described in paragraphs 17, 18, and 19 below as well as paragraph 6 of the Development Agreement; and
  - c) the Owner has performed all of its obligations under this Site Plan Agreement and corresponding Development Agreement.
17. The Owner of the Apartment Block shall submit an engineer's design for the grading of the Apartment Block lands to the satisfaction and approval of the Township prior to commencing any work on the Apartment Block lands (the "Approved Grading Plans").
18. The Owner shall grade the Lands and maintain the grading elevations in order to provide for surface drainage which shall be as provided for in the Approved Grading Plans. The Owner shall not use or cause or permit to be used any new construction on the Lands until after an as-built grading survey has been provided by an Ontario Land Surveyor and a professional engineer or architect has given the Township, at the Owner's expense, a letter of compliance for grading and drainage and Storm Water Management and signed by the engineer or architect certifying that all services, structures, works and facilities on or in the Lands which fall within the provisions of Section 41 of the *Planning Act* and are required for this development by the Plans and this Agreement and not contained within a building, have been installed and completed in a manner satisfactory to the engineer or architect.
19. The Owner shall construct the development and grade the Apartment Block lands pursuant to the above-noted Approved Grading Plans and shall be permitted to fill Lot 14 and SWM Pond located on the Subdivision Block lands in order to develop at the design grades as specified in the Approved Grading Plans under both this Site Plan Agreement and the Development Agreement. The Owner and all subsequent Owners shall not block, impede, obstruct, or prevent the flow of surface water as provided for in the Approved Grading Plans by the construction, erection or placement thereon of any damming device, building, structure or other means. The Owner and all subsequent owners of the Apartment Block lands shall maintain the grading of the lands in accordance with these Approved Grading Plans. The Township may direct the Owner and all subsequent owners to remedy any default in compliance with this paragraph failing which the Township may remedy such default at the Owner or subsequent owner's expense, the cost of which may be added to the tax roll and collected in the same manner as taxes.
20. The Owner covenants and agrees not to permit the Lands to drain otherwise than into a properly installed drainage system with proper catchbasins and the grades and drainage facilities shall be so established as to provide roof water onto the internal system and maintain an on-site storm water management system to limit storm run-off from the site to a predevelopment rate of flow and to indemnify and save harmless the Township from any liability for excess run-off as a result of construction or development on the Lands.

21. The Owner covenants and agrees to implement and monitor on-site sediment and erosion control measures, during construction of this development, to the satisfaction of the Township and to allow the Township and its agents, in perpetuity, access to the Lands to inspect roof drains, inlet control devices and storm water management facilities.
22. The Owner is responsible for dust control of all dust resulting from the development, whenever necessary. To eliminate dust, the Owner may be required to apply dust suppressants, covering stockpiles of topsoil with tarps or applying ground cover to the areas that have been stripped and left undeveloped at the direction of the Township.
23. The Owner shall have on-site engineering inspection in place to the satisfaction of the Township to ensure compliance with the required and approved engineer's plans during construction and installation of the respective Onsite Works and Offsite Works on the Apartment Block and Subdivision Block.
24. The Township and Owner agree that the Owner may choose to develop the Lands in phases and in accordance with the approved phasing plan, as shown on the approved Plans. In such case, the Owner agrees as follows:
  - a) that the Owner will not apply for nor will the Township be obligated to issue a building permit for such phase(s) until the provisions of this section have been complied with and the Owner has provided evidence that servicing capacity is available to accommodate the particular development phase, to the satisfaction of the Township;
  - b) that the Owner shall submit to the Township for review and approval proper plans and specifications showing the works and facilities required for site plan approval of each phase;
  - c) that the Owner shall provide to the Township a letter of credit or other satisfactory security in an amount to be determined by the CAO or the Chief Building Official (the "CBO"), and the provisions of this Agreement shall apply to such security with respect to such phase(s); and
  - d) that the provisions of this Agreement shall apply to all such phases.
25. The Owner covenants and agrees to have the Owner's Engineer prepare and submit As Recorded Drawings within six (6) months of completion of the Works to the Township's Development Technologist for review in electronic files (PDF) format. Once approved by Township, the Owner shall submit three (3) bound paper sets of drawings printed on 24" x 36" paper copies and electronic files (PDF and AutoCAD or similar and GIS shape files). Refer to current Township Municipal Servicing Standards for current as constructed drawing submission requirements.
26. The Owner covenants and agrees to have the Owner's Engineer prepare and submit to the Township within six (6) months of completion of the Works an individual Service Record Sheet (SRS) on 8.5" x 11" paper for each property. SRS to be submitted to the Township's Development Technologist for review, until approved, at which time the Township requests two (2) paper sets of SRS 8.5" x 11" and electronic files (PDF). SRS are required for each municipal service within the development; drinking water, sanitary sewer and storm sewer. Refer to current Township Municipal Servicing Standards for Service Record Sheets submission requirements and template.
27. The Owner covenants and agrees to make all necessary arrangements and to be solely responsible for the costs of removing and relocating any existing municipal or public services requiring relocation in the course of, or in connection with, the construction, installation or provision of the works, services and facilities under this Agreement.

28. This Agreement shall be registered against title to the Lands at the Owner's expense. It is understood and agreed that, after this Agreement has been registered against title, it shall not be released by the Township. After all terms and conditions of this Agreement have been complied with to the satisfaction of the Township; the Township, upon request and at the Owner's expense, shall issue a Certificate of Compliance certifying compliance with this Agreement to the date of the Certificate.
29. The Owner hereby grants to the Township, its servants, agents and contractors a license to enter onto the Lands and into structures for the purpose of inspecting the works and the Lands or for any other purpose pursuant to the rights of the Township under this Agreement.
30. The Owner hereby grants, covenants, and agrees that the Township, its servants, agents and contractors shall be permitted to enter onto the Lands and into structures to conduct any required work deemed necessary by the Township in the event of default by the Owner on either the Apartment Block or Subdivision Block and may recover any expenses incurred by drawing upon the Onsite Security Deposit and Offsite Security Deposit provided in paragraphs 11 and 12 for either Block.
31. The Owner shall obtain from all mortgagees, charges and other persons having an interest in the Lands a postponement of their respective interests to this Agreement in a form satisfactory to the Township and said postponement(s) shall be registered against title to the Lands at the expense of the Owner so that this Agreement shall have priority over all other interests registered against the Lands. The Owner acknowledges and agrees that the site plan approval in respect of the Lands shall be conditional upon obtaining the above postponement documents and registering them against title to the Lands.
32. The covenants, agreements, conditions and understandings set out herein and in Schedule "B" hereto, which form part of this Agreement, shall run with the Lands and shall enure to the benefit of and be binding upon the parties hereto and their heirs, executors, administrators, successors and assigns, as the case may be.
33. If the proposed development governed by this Agreement is not commenced within two (2) years from the date of the execution of this Agreement, or if the Owner does not make a submission for site plan approval of its broader development of the Lands within two (2) years from the date of the execution of this Agreement, the Township may, at its sole option and on sixty (60) days' notice to the Owner, declare this Agreement null and void and of no further force and effect. The refund of any fees, levies or other charges paid by the Owner pursuant to this Agreement shall be in the sole discretion of the Township, but under no circumstances will interest be paid on any refund.
34. Nothing in this Agreement constitutes a waiver of the Owner's duty to comply with any By-law of the Township or any other law.


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SITE PLAN AGREEMENT  
5053745 ONTARIO INC.

THIS AGREEMENT is executed by the Township this 31 day of January, 2023.

**THE CORPORATION OF  
THE TOWNSHIP OF WELLINGTON NORTH**

31-01-2023

Per: DocuSigned by:  
  
\_\_\_\_\_  
DARREN JONES – Chief Building Official

We have authority to bind the corporation.

THIS AGREEMENT is executed by the owner this 30 day of January, 2023.

**5053745 ONTAIRO INC.**

30-01-2023

Per: DocuSigned by:  
  
\_\_\_\_\_  
BRAD WILSON - President

I/we have authority to bind the corporation.

DEVELOPER'S MAILING ADDRESS: 569 Perth St., PO Box 7, Mount Forest, ON, N0G 2L0

DEVELOPER'S PHONE NUMBER: 519-369-4209

DEVELOPER'S EMAIL ADDRESS: brad@wilsoncorp.ca

**SCHEDULE "A"****Approved Plan and Drawings**

London Road Apartments, Town of Mount Forest, Contract No. 22-03706-01,  
Engineer's Drawings prepared by Cobide Engineering Inc., 517 10<sup>th</sup> Street, Hanover,  
Ontario, N4N 1R4, bearing the signature and seal of T.L. Burnside, P.Eng., Registered  
Professional Engineer over the date of Jan 19, 2023, including the following drawings:

DOCUMENT NUMBER	DOCUMENT NAME	REVISION NUMBER	REVISION DATE	PREPARED BY
03706-TS	Title Sheet	3	JAN 19/23	Cobide Engineering Inc.
03706-SP1	General Site Plan	3	JAN 19/23	Cobide Engineering Inc.
03706-STM1	Storm Sewer Drainage Areas	3	JAN 19/23	Cobide Engineering Inc.
03706-SS1	Site Servicing Plan	3	JAN 19/23	Cobide Engineering Inc.
03706-SG1	Site Grading Plan	3	JAN 19/23	Cobide Engineering Inc.
03706-ESC1	Erosion & Sedimentation Control Plan	3	JAN 19/23	Cobide Engineering Inc.
03706-DET1	Miscellaneous Details	3	JAN 19/23	Cobide Engineering Inc.
	Storm Sewer Design Sheet, 100 year storm		Dec. 22, 2022	Cobide Engineering Inc.

DOCUMENT NUMBER	DOCUMENT NAME	REVISION NUMBER	REVISION DATE	PREPARED BY
A0.3	Site Plan	7	2022.12.08	G.M. Diemert Architect Inc.
A2.1	Elevations – South & East	5	2022.10.31	G.M. Diemert Architect Inc.
A2.2	Elevations – North, West & W9	5	2022.10.31	G.M. Diemert Architect Inc.
	Stormceptor EF Sizing Report		07/29/2022	
	Supplemental Geotechnical Review Letter		Nov. 3, 2022	GM BluePlan

## SCHEDULE "B"

### Site Specific Requirements

The provisions set out in this Schedule are site specific requirements that relate to the Lands. This Schedule shall be read in conjunction with the provisions of the main body of this Agreement, but to the extent that there is any inconsistency or conflict between the two sets of provisions, the following terms of this Schedule shall prevail.

1. The Owner agrees that the building or buildings to be constructed will meet the definition of Purpose Built Rental Housing as per Township of Wellington North By-Law No. 027-22.
  - a. "Purpose-Built Rental Housing" means a residential use building or structure that consists of four (4) or more dwelling units that will remain as rental housing for a period of at least 20 years from the date of issuance of a building permit.
2. The Owner agrees that all the services, works, facilities and matters required under this Agreement located on the lands shall be maintained for the life of the proposed development covered by the Site Plan at the Owner's, and each subsequent Owner of Lots or Blocks within the development, expense, including the buried stormwater management works, storm drainage system (swales, catchbasins, inline drain and sewer) including offsite sewer and rip-rap located in the offsite SWM Block, regular monitoring and cleaning of OGS structure, property line sanitary maintenance hole, perimeter board fence, landscaping, surface treatment of parking areas, line painting and associated signage of parking stalls. The Owner shall give the Township and its agents reasonable access on reasonable notice to the lands for the purpose of verification of compliance with the terms of this Agreement.
3. Prior to commencement of construction, as part of the Building Permit application, the Owner shall provide to the Township a detailed engineering design submission for the apartment building's water supply and fire suppression system signed and sealed by a professional engineer, to the satisfaction of the Township's Building Department.
4. Prior to receiving occupancy, the Owner shall provide necessary storm ECA approvals and permits to the Township.
5. The Owner agrees that it will be responsible for constructing any Onsite or Offsite Works on either Block required by the Township and acknowledges that they are being permitted to commence construction on the Apartment Block prior to the availability and completion of required connections for sanitary, water and drainage works from the Subdivision Block as required by the Township under this Agreement, the corresponding Subdivision Agreement and Development Agreement.
6. The Owner acknowledges and agrees that all conditions of consent for Applications B111-21 and 32T-18004 with respect to the Apartment Block and Subdivision Block, respectively, must be met prior to the Township issuing a final building or occupancy permit on either Blocks.
7. The Owner shall be permitted to fill Lot 14 and SWM Pond located on the Subdivision Block lands in order to develop at the design grades as specified in the Approved Grading Plans under both this Site Plan Agreement and the Development Agreement.
8. The Owner shall provide a traffic impact assessment in respect of the development of the Apartment Block and ensure that satisfactory access driveways and road facilities can be provided to the Apartment Block to the satisfaction of the Township and will enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.



9. The Owner agrees that it will be responsible for constructing any works required by the Township on either the Subdivision Block or the Apartment Block required for the proper functioning of both the Apartment Block and Subdivision Block with respect to shared infrastructure works.
10. The Owner acknowledges and agrees that the Township is permitting the Owner to commence construction of works on the Apartment Block prior to the availability and completion of required connections for sanitary, water and drainage works from the Subdivision Block as required by the Township for all works outlined under this Agreement, and corresponding Subdivision Agreement and Development Agreement.
11. The Owner hereby grants, covenants, and agrees that the Township, its servants, agents and contractors shall be permitted to enter onto the Lands and into structures to conduct any required work deemed necessary by the Township in the event of default by the Owner on either the Apartment Block or Subdivision Block and may recover any expenses incurred by drawing upon the Onsite Security Deposit and Offsite Security Deposit provided in paragraphs 11-12 for either Block.
12. During construction and installation of the respective works on the Apartment and Subdivision Blocks, the Owner shall have on-site engineering inspection in place to the satisfaction of the Township to ensure compliance with the required and approved engineer's plans.
13. At least 15 days prior to any transfer of the Apartment Block or any other portion of the Lands upon which the works are to be constructed, the Owner's solicitor shall provide to the Township a copy of an in preparation Transfer Easement that shall grant the Owner of the Apartment Block an easement over the Subdivision Block for the purposes of enabling the Owner of the Apartment Block to carry out the Onsite Works and Offsite Works on the Subdivision Block, to the satisfaction of the Township (the "Access Easement"). Upon confirmation by the Township that it is satisfied with the in preparation Access Easement, the Owner's Solicitor shall provide an undertaking in writing to provide to the Township within 30 days of the date of registration in the Land Registry/Land Titles Office for Wellington (No. 61) a copy of the receipted and registered Access Easement.
14. The Owner agrees to regrade the London Road west ditch along the site's London road frontage and restore it with 200mm of topsoil and sod or hydroseed to the satisfaction of the Township.

### **SCHEDULE "C"**

#### **Estimated Cost of the Onsite and Offsite Works**

Onsite Securities = \$50,000

Offsite Securities = \$00.00



## WELLINGTON NORTH

SEMPER PORRO

# Staff Report

**To:** Mayor and Members of Council Meeting of February 6, 2023

**From:** Tammy Pringle, Development Clerk

**Subject:** **DC 2023-005, 5053745 ONTARIO INC. DEVELOPMENT AGREEMENT, PART PARK LOT 4, SOUTH SIDE OF DURHAM STREET AND EAST SIDE OF MAIN STREET, PLAN OF THE TOWN BEING PART 1 61R 22218 ; TOWNSHIP OF WELLINGTON NORTH**

### RECOMMENDATION

**THAT** the Council of the Corporation of the Township of Wellington North receive Report DC 2023-005 being a report on a development agreement for 5053745 Ontario Inc.; and

**AND FURTHER THAT** Council authorize the Mayor and Clerk to sign the by-law to enter into a development agreement with 5053745 Ontario Inc.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

**DC 2023-004** Site Plan Agreement

**B111-21 Consent Application**, Council Resolution 2022-007 (January 10, 2022)

**By-law 019-20** Zoning By-law Amendment (February 10, 2020)

### BACKGROUND

#### Subject Lands

The property is located in the Town of Mount Forest, on London Road North. The subject lands are in the north east quadrant of the town; south of London Road North and north of the Birmingham Street extension . The land holding is approximately 5.48 acres and is legally known as PART PARK LOT 4, SOUTH SIDE OF DURHAM STREET AND EAST SIDE OF MAIN STREET, PLAN OF THE TOWN BEING PART 1 61R 22218 ; TOWNSHIP OF WELLINGTON NORTH.

#### The Proposal

The Owner has applied for a Severance (B111-21), that was granted provisional consent by the Wellington County Land Division Committee in February 2022. The Consent Approval requires the Owner to enter into an agreement with the Township for the provision of municipal services and the development of the Lands.

The lot is currently within the “Jack’s Way” subdivision. The developer proposes to construct a 4 storey, 33 unit apartment building that will be located on a severed lot (3,376 square metres).

#### Existing Policy Framework

The subject lands are designated R3 High Density Residential Zone, R2 Medium Density Residential Zone, OS Open Space Zone and R3-49 Residential Exception Zone in the

Township of Wellington North Zoning By-Law 66-01 and Residential designation in the County of Wellington Official Plan.

This development will take place on the R3-49, Residential Exception zoned land.

### COMMENTS AND ANALYSIS

The applicant has satisfied staff that this proposed development will be constructed in a manner that is consistent with municipal standards and best practices. A copy of the agreement is with the by-law in this agenda.

### COMMUNICATION PLAN

The executed development agreement will be forwarded to the Township's solicitor for registration.

### FINANCIAL CONSIDERATIONS

This proposal has no financial impact on the municipality as the Owner has provided securities and deposits to ensure all of the Works will be completed.

### ATTACHMENTS

A. Location Map

**Development Agreement:** with by-law in this agenda

### STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

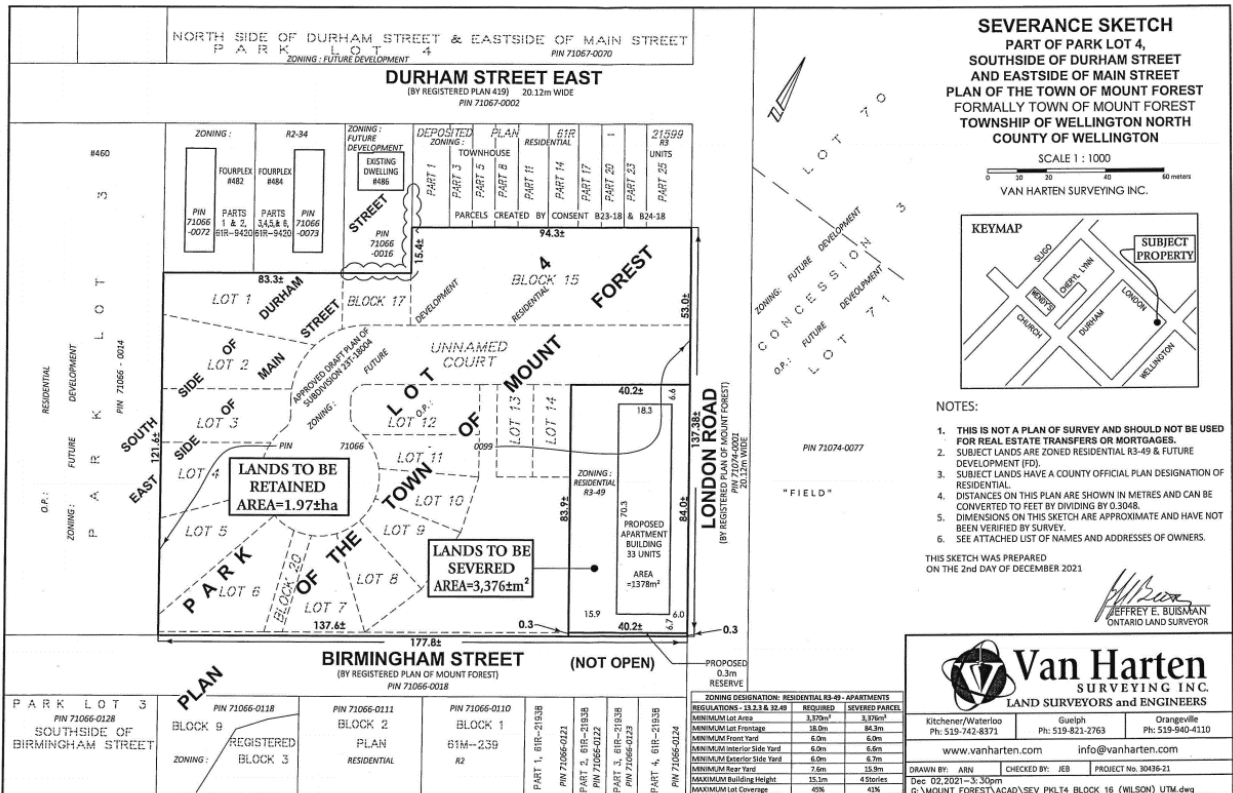
Yes                       No                       N/A

Which priority does this report support?

Modernization and Efficiency                       Partnerships  
 Municipal Infrastructure                       Alignment and Integration

<b>Prepared By:</b>	Tammy Pringle, Development Clerk	<i>Tammy Pringle</i>
<b>Recommended By:</b>	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

### SCHEDULE A – Location Map







## Staff Report

**To:** Mayor and Members of Council Meeting of February 6<sup>th</sup>, 2023

**From:** Dale Small  
Economic Development Officer

**Subject:** EDO 2023- 001 Arthur & Mount Forest Chamber of Commerce  
Memorandum of Understanding

### RECOMMENDATION

**THAT** The Council of the Corporation of the Township of Wellington North receive report EDO 2023 - 001 being a report on the Memorandum of Understanding for the Arthur and Mount Forest Chambers of Commerce.

**AND FURTHER THAT** The Mayor and the CAO are hereby authorized to sign the By-law to enter into the Memorandums of Understanding.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

EDO 2018 - 016 dated April 23<sup>rd</sup>, 2018, Mount Forest Chamber of Commerce M.O.U.  
EDO 2019 - 008 dated April 08<sup>th</sup>, 2019, Arthur & Mount Forest Chamber of Commerce M.O.U.  
EDO 2021 - 003 dated Jan 25<sup>th</sup>, 2021, Arthur & Mount Forest Chamber of Commerce M.O.U.

### BACKGROUND

Since 2018 we have worked with the Chambers of Commerce to create a Memorandum of Understanding (M.O.U.) between the Chamber and the Township of Wellington North. All parties have recognized the strength and success of collaboration and cooperation and share the view that this best practice was a great way to further strengthen the relationship and partnership between the Chambers of Commerce and the Township.

The first Memorandum of Understanding was developed in 2018 and was subject to an annual review process. Through the Economic Development Office, and in partnership with Councilor Hern, our designated council representative to the Chambers, a new MOU was created in 2019 for a two-year term. This was repeated in 2021 for a two year term and again now in 2023.

New M.O.U.'s were reviewed with the Chambers at their November Directors Meeting and are structured in a fairly clear and concise manner. They are not intended to be all inclusive but rather a document establishing guidelines for the process of developing and sustaining mutually understood roles and responsibilities regarding economic and business development activities in Wellington North.



Copies of the MOU’s are attached to this report and have been signed by both Chambers. They are structured as follows:

- Section One is an Overview of the agreement and covers the **Intent** of the MOU
- Section Two speaks to **Governance** responsibilities,
- Section Three covers the **Financial**, allocation of funds to the Chamber,
- Section Four addresses **Partnership and Advocacy** and the value of collaboration
- Section Five details the **Relationship Management** and reporting requirements

With the exception of Section three both MOU’s, are similar and we are also recommending that similar to last time this MOU be for a two-year period to end in February 2025.

There is also a requirement for both parties to meet annually to review the partnership and MOU and should any revisions be requested they will be brought back to council at that time.

**FINANCIAL CONSIDERATIONS**

Township of Wellington North annual financial contributions are outlined in Section Three of the Memorandum of Understanding and remain virtually unchanged from previous years.

**ATTACHMENTS**

Arthur Chamber of Commerce M.O.U. contained in this agenda as By-law 007-23

Mount Forest Chamber of Commerce M.O.U. contained in this agenda as By-law 008-23

**STRATEGIC PLAN 2019 – 2022**

Do the report’s recommendations align with our Strategic Areas of Focus?

XX Yes                       No                       N/A

Which priority does this report support?

XX Modernization and Efficiency      XX Partnerships  
 Municipal Infrastructure               Alignment and Integration

<b>Prepared By:</b>	Dale Small, Economic Development Officer	<i>Dale Small</i>
<b>Recommended By:</b>	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>



# Staff Report

**To:** Mayor and Members of Council Meeting of February 6th, 2023  
**From:** Dale Small,  
Economic Development Officer  
**Subject:** EDO 2023-002 Wellington North Farmers Market 2023 Season

**RECOMMENDATION**

**THAT** the Council of the Corporation of the Township of Wellington North receive the Economic Development Officer Wellington North Farmers Market (WNFM) report EDO 2023-002,

**AND FURTHER THAT** Council approve the WNFM Roles and Responsibilities Agreement with the Victory Church and Community Centre;

**AND FURTHER THAT** the Economic Development Officer be authorized to sign the Agreement;

**AND FURTHER THAT** Council direct staff to prepare the necessary temporary road closure permit application for each Saturday from June 17<sup>th</sup> to Sept. 30<sup>th</sup>, from 8:30am to noon, for the portion of 320 King St. E at the Fairgrounds entrance in Mount Forest.

**PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS**

- |  |   |
|--|---|
| EDO 2016-007 dated Feb 17 <sup>th</sup> , 2016.  | EDO 2017-011 dated March 27 <sup>th</sup> , 2017. |
| EDO 2018-019 dated May 7 <sup>th</sup> , 2018.   | EDO 2020-003 dated Feb 24 <sup>th</sup> , 2020.   |
| EDO 2021-008 dated March 8 <sup>th</sup> , 2021. | EDO 2022-006 dated Feb 7 <sup>th</sup> , 2022.    |

**BACKGROUND**

Since 2014 the WNFM has proven to be a popular destination and has grown to become one of the best Farmers Markets in the area. The purpose of a Farmers’ Market is to market local farm and agriculture products and to improve production of, stimulate public interest in, and increase consumption of local products. It is also the intent of the market to be community oriented – be dynamic, friendly and reflect our community’s personality.

A Farmers Market is only as successful as our vendors, and we have amazing vendors that came every Saturday with tremendous produce and products. The WNFM is strict with our rules & regulations and all vendors must complete an application and sign that they have read and will abide by the rules and regulations of the WNFM. Food and produce vendors are also subject to a Public Health application process and inspection.

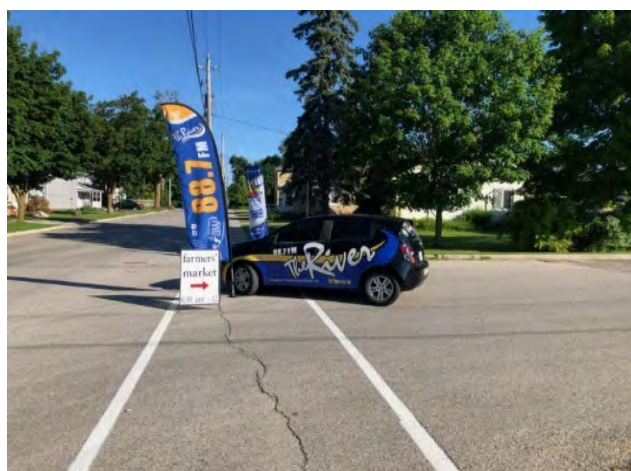
The WNFM is a registered member of Farmers' Market Ontario (FMO) and in 2023 our Market will be entering its tenth season and will once again operate on Saturday mornings. Location will be the same as last year which is the parking lot at the Victory Community Centre. At the request of our vendors, this year we plan to open a few weeks earlier. This year the market will open from 8:30am until noon from Saturday June 17<sup>th</sup> to Saturday Sept. 30<sup>th</sup>. Vendor fees will remain the same as 2022, (\$200 for a full season, \$20/day for daily vendors) and we expect most of last year's vendors to return. We also hope to encourage more local talent /entertainment to perform at the Market. In 2022 we had entertainment on four Saturdays and this year we hope to increase it to nine/50% of our 18 market dates.

We are also very pleased that the LMH Hospital Auxiliary will be returning with their coffee and baked goods. This location became a great gathering place for people to sit, connect and enjoy the atmosphere of the Farmers Market.



Five local sponsors also support the Farmers' Market including, Forest Physiotherapy, 88.7 The River, MARCC Apparel, Taste Real and the Victory Church who act as the primary sponsor and contribute volunteer hours and venue amenities. An overview of some of our sponsors and vendors from last year follow:

### 88.7 The River



### Sam N Robin





**Big John's Country Market**



**Brenda's Embroidery**



**Chicken-Thicka-Farms**



**Full Circle Farms**



**Farewell Homebaking**



**Hidden Acre Farm**





Farm Bees



Kiki Maple Sweet Water (Arthur)



Lots of Dots (H Craigie)



Mapleton Acres



Messy Labs



Noki Farms  
Gourmet Mushrooms & Microgreens





### Pillitteri Estates Winery



### Re-Root Organic



### Raw Carrot Soup Enterprise



### Sculptural Scents



At a countywide farmers market meeting on January 24th, we were advised that at this point in time the Public Health requirements will be similar as last year however the WNFM will adapt and abide by all the Public Health protocols in place at the time of opening. In 2022 we received and passed an on-sight Public Health inspection on Saturday July 16<sup>th</sup>.

In-partnership with Taste Real Guelph Wellington, the Wellington County Farmers Markets for the second year also implemented a very successful Farmers Market Box program. This program delivers a curated selection of outstanding local farmers' markets products to doorsteps in Wellington County and Guelph. Farmers Market Boxes are available for online purchase with a different market providing the products every two weeks. Our 55 boxes, representing \$3,000 in additional revenue to our vendors, sold out two weeks early. The partnership also ran a Christmas Market Box program, selling an additional 205 Market Boxes. These Boxes contained one item from each of the Wellington County Farmers Markets.

The International Economic Development Council (IEDC), the largest non-profit professional association for professional economic developers in the world, also selected our Market Box Program as a recipient of a 2022 Excellence Award. Recognized each year during the IEDC



Annual Conference, the awards honor organizations for exemplary economic development marketing campaigns, projects, and programmes. This year the award categories honoured organizations for their efforts in creating positive change in urban, suburban, and rural communities. Our Market Box Program was recognized with a silver award in the **Innovation Programmes and Initiatives** category. Our Market Box Program was also recognized with a 2021 Award of Excellence from the Economic Development Council of Ontario (EDCO).

### FINANCIAL CONSIDERATIONS

The Victory Community Centre have once again offered their location free of charge. As part of the Canada Summer Grants Program, we hope to recruit a Summer Student to also support the market. We are unsure whether Market Manager Harry will be returning and if not, the Market Manager position will be covered by the EDO and Summer Student.

Vendors requiring hydro connect to a Municipal power source in the parking lot. Other market expenses are mostly related to FMO membership, advertising, promotion, etc. In 2022 these expenses were offset by the vendor fees, revenue from the Market Box program and a grant from Wellington County.

Registration details and other information as it relates to the Farmers Market can be found at <https://www.simplyexplore.ca/farmers-market.html> .

### ATTACHMENTS

Attachment A	Press Release Wellington North Farmers' Market Celebrates its Tenth Season, Opening Day on Saturday June 17th @ 8:30am
Attachment B	Farmers Market Roles and Responsibilities agreement with the Victory Church and Community Centre

### STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes                       No                       N/A

Which priority does this report support?

Modernization and Efficiency                       Partnerships  
 Municipal Infrastructure                       Alignment and Integration

<b>Prepared By:</b>	Dale Small, Economic Development Officer	<i>Dale Small</i>
<b>Recommended By:</b>	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

## ATTACHMENT A



**For Immediate Release**  
February 6th, 2023

**Wellington North Farmers' Market Celebrates its Tenth Season,  
Opening Day on Saturday June 17th @ 8:30am**

Already established as one of the best Farmers Markets in Wellington County the Wellington North Farmers Market is making plans to open for its tenth season on Saturday June 17<sup>th</sup>.

There are so many reasons why buying local makes sense. There is also significant peace of mind in knowing where our food comes from, ask questions, and enjoy the experience at the Wellington North Farmers' Market! The Farmers' Market provides a real connection between farmer and consumer. This year the market will once again be held on Saturday mornings in the parking lot at the Victory Community Centre in Mount Forest and will run from 8:30am until noon.

"A Farmers' Market is a good opportunity for the community to connect. It allows us to buy from and support our local farmers and producers, thus contributing to our local economy," said Harry Engel Market Manager for the Wellington North Farmers Market. "We are pleased to give our residents and visitors the opportunity to experience agriculture close up."

The Wellington North Farmers' Market is once again being brought to you by the collaboration and support of participating vendors, the Township of Wellington North, Mount Forest Victory Church, MARCC Apparel, 88.7 The River, Forest Physiotherapy, and Taste Real: Wellington County. A special thank you also goes out to the Victory Community Church who for the tenth year are providing the location for the Market.

We expect that most of last year's vendors will be returning in 2023. Anyone looking for registration details or other information are asked to contact Dale Small at the Township of Wellington North or go to <https://www.simplyexplore.ca/farmers-market.html> or Facebook [@wellingtonnorthfarmersmarket](https://www.facebook.com/wellingtonnorthfarmersmarket)

**For more information:**

Dale Small, Economic Development Officer Township of Wellington North  
519-838-3620 Ext 4234 | [dsmall@wellington-north.com](mailto:dsmall@wellington-north.com) | [www.simplyexplore.ca](http://www.simplyexplore.ca)

## ATTACHMENT B

*Each year we outline the roles and responsibilities between the Wellington North Farmers Market and the Victory Church and Community Centre, and the following reflects this agreement for 2023:*

### **TOWNSHIP OF WELLINGTON NORTH FARMERS' MARKET ROLES AND RESPONSIBILITIES AGREEMENT WITH THE VICTORY CHURCH AND COMMUNITY CENTRE**

***This document shall serve as an agreement between the two above noted parties in coordination with the Wellington North Farmers' Market***

***The market will be located in the parking lot at the Victory Community Centre 320 King Street East in Mount Forest and will run each Saturday morning from 8:30am till noon, from June 17<sup>th</sup> to September 30<sup>th</sup>, 2023***

#### **The Township of Wellington North Agrees to:**

- Plan all aspects that pertain to the Wellington North Farmers' Market and act as the governing body, working in conjunction with the organizing committee and community
- Implement and regulate vendor agreements and allow vendors to access municipal hydro as needed,
- Process vendor fees and perform all financial management & reporting for the Market,
- Carry liability insurance, specific to Local Community Insurance Services Facility Users and Events,
- Ensure Municipal Road closure is prepared and approved for Market dates,
- Provide backup support to the Market Manager in the event of vacation or other absence,
- Position the Victory Church and Community Centre as the official Sponsor and include logo in all outgoing communication pieces.

#### **The Victory Church and Community Centre Agrees to:**

- Act as the Wellington North Farmers' Market Official Sponsor in exchange for:
  - Indoor access for use of water and washroom facilities for vendors and patrons
  - Use of indoor venue for vendors and patrons when inclement weather is incurred
  - Act as the market manager - to assist with erecting and dissembling signage on market days and to be a go-to source for vendors and the public.
  - Help to promote the market and recruit new vendors,
  - Participate in Wellington County Farmers Market/Market Manager meetings & discussions,
  - Collect vendor fees from day-to-day vendors,
  - Provide programming to the market as agreed upon: I.E., provide music, set-up cafe, etc.
  - Provide information on your organization to patrons only upon request, or in a controlled setting, I.E., an information kiosk or booth
- Provide proof of liability insurance

**Dated this 6<sup>th</sup> day of February 2023**



# Staff Report

**To:** Mayor and Members of Council Meeting of February 6th, 2023

**From:** Dale Small, Economic Development Officer  
Tasha Grafos, Community Recreation Coordinator  
Amy Tollefson, Human Resources Manager  
Karren Wallace, Director of Legislative Services/Clerk

**Subject:** Report EDO 2023-003 Senior of the Year, National Volunteer Week, and Volunteer and Newcomer Celebration

## RECOMMENDATION

**THAT** the Council of the Corporation of the Township of Wellington North receive report EDO 2023-003 being a report on the Senior of the Year Award, National Volunteer Week and the upcoming Volunteer and Newcomer Celebration,

**AND FURTHER THAT** Council, in recognition of the important role that Volunteers, not-for-profit organizations and community groups play in our municipality, supports the mayor’s proclamation, proclaiming April 16 - 22, 2023, as National Volunteer Week,

**AND FURTHER THAT** Council invites all volunteers and newcomers in our community to join us on Thursday April 20<sup>th</sup>, 2023, from 4:30pm -7:00pm at the Arthur & Area Community Centre for a Volunteer and Newcomer Celebration.

## PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

- CLK 2021-016 Senior of the Year Nominee
- EDO 2022-005 Senior of The Year Nomination Process
- EDO 2022-013 Volunteer Engagement Program

## BACKGROUND

As part of the Province of Ontario’s Honours and Awards Program each year a municipality can nominate a deserving Senior to receive a Senior of the Year Award. The **Ontario Senior of the Year Award** gives each municipality in Ontario the opportunity to honour one outstanding local Ontarian who after the age of sixty-five has enriched the social, cultural, or civic life of his or her community.

In 2021, council awarded this recognition to Faye Craig and in 2022 Kay Ayres was recognized as Senior of the Year.

Nominations can only be submitted by a municipality and to be eligible, the nominee must:

- have contributed to the community after the age of sixty-five and has made their community a better place to live,
- be a resident of Ontario,

- 
- Seniors who qualify for this award may have contributed to many different fields such as the arts, literature, community service, volunteering, education, environment, fitness, and humanitarian activities.

Self nominations, someone who has passed away, someone currently holding political office are not eligible. Additionally, an individual cannot be nominated for achievements related to a current political appointment.

The intent is for the award certificates to be presented to recipients at a local event, or council meeting. This year National Volunteer week is from April 16<sup>th</sup> – 22<sup>nd</sup> so we hope to coordinate the announcement of the 2023 Senior of The Year with the Volunteer and Newcomer Celebration being planned for Arthur on April 20<sup>th</sup>.

We would ask council to submit your suggestions for Senior of the Year to one of the members of the Townships volunteer team, (Amy, Karren, Tasha, or Dale) and we will bring a report to council in closed session on February 21<sup>st</sup> to discuss and finalize the award winner.

Once Council have made their selection, we will obtain the necessary testimonials/information and submit the nomination to the Ontario Honours & Awards Program. The Award certificate will be received by mid March, and we will coordinate attendance at the April 20<sup>th</sup> Volunteer and Newcomer Celebration for the formal announcement and presentation.

**National Volunteer Week** provides us with the opportunity to recognize our local volunteers as part of a Nationwide program. This year National Volunteer Week is from April 16<sup>th</sup> – 22<sup>nd</sup> and during National Volunteer Week we celebrate the contributions of Canada's millions of volunteers: their actions, their understanding, and their genuine concern for the world around them.

Locally volunteers in the Township of Wellington North have stepped up during the COVID-19 pandemic to support families, friends, neighbors, and strangers. Wellington North's volunteers are young, old, families, workers, retirees, men and women of all ages and backgrounds; and the collective result of the work done by our communities volunteers is that the Township of Wellington North is a more desirable place to live, work and play. By proclaiming April 16<sup>th</sup> – 22<sup>nd</sup> as National Volunteer Week, council and staff urge our fellow citizens to recognize the crucial role played by volunteers in our community. Full Mayors proclamation is included as attachment A to this report and will be released late March.

**Volunteer & Newcomer Welcome Celebration April 20<sup>th</sup>, 2023:** Following the very successful Volunteer & Newcomer Celebration held in Mount Forest on September 23<sup>rd</sup>, 2022, we are planning to hold a similar event on Thursday April 20<sup>th</sup> in Arthur. As part of the celebration we intend to invite all service and community groups to setup information tables which provides them with the opportunity to promote their organization and services.

Welcome, speeches and presentations will start at 5:00pm followed by a cake cutting and catered meal. A Press Release is included as attachment B to this report and will be released on February 15<sup>th</sup>, inviting all Volunteers and Newcomers in our community to join us for this event. The celebration will take place between 4:30pm - 7:00pm at the Arthur & Area Community Centre (158 Domville St. Arthur).

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<b>FINANCIAL CONSIDERATIONS</b>
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In 2022 Council approved a \$10,000 budget to support the Volunteer Engagement Program and in 2023 we hope to have \$15,000 approved for volunteer and newcomer engagement initiatives.

<b>ATTACHMENTS</b>
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Attachment A: Mayors Proclamation National Volunteer Week April 16<sup>th</sup> - 22

Attachment B: Press Release Volunteer & Newcomer Welcome Celebration April 20<sup>th</sup>, 2023

<b>STRATEGIC PLAN 2019 - 2022</b>
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Do the report's recommendations align with our Strategic Areas of Focus?

Yes                       No                       N/A

Which priority does this report support?

Modernization and Efficiency                       Partnerships  
 Municipal Infrastructure                       Alignment and Integration

<b>Prepared By:</b>	Dale Small, Economic Development Officer Tasha Grafos, Community Rec Coordinator Amy Tollefson, Human Resources Manager Karren Wallace, Director of Legislative Services/Clerk	<i>Dale Small</i> <i>Tasha Grafos</i> <i>Amy Tollefson</i> <i>Karren Wallace</i>
<b>Recommended By:</b>	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>



## ATTACHMENT A

### Mayors Proclamation : Volunteer Week

#### (TO BE RELEASED END OF MARCH 2023)

WHEREAS, 24 million Canadians give their time through formal or informal types of volunteering, contributing close to 5 billion volunteer hours per year; and

WHEREAS, volunteers in the Township of Wellington North mentor our children, support those feeling isolated, beautify our green spaces, and fundraise for our charitable organizations; and

WHEREAS, volunteers in the Township of Wellington North continually step up to support families, friends, neighbors, and strangers, and for people standing up to systemic racism, and people sharing insights on how to create a more just and equitable society; and

WHEREAS, the Township of Wellington North's volunteers are individuals, families, workers, retirees, community members of all ages and backgrounds; and

WHEREAS, the collective result of the work done by our communities volunteers is that the Township of Wellington North is a more desirable place to live; and

WHEREAS, organizations in the Township of Wellington North that rely on volunteers include such fundamental organizations as the Louise Marshall Hospital, Cancer Patient Services, MF Community Pantry, Arthur FoodBank, Lynes Blacksmith Shop, MF Fireworks Festival, our Agricultural Societies, Historical Societies, Horticultural Societies, Lions Clubs, Optimist Clubs, and many more, and

NOW, THEREFORE, I, *Andy Lennox*, Mayor of the Township of Wellington North do hereby proclaim April 16<sup>th</sup> – 22<sup>nd</sup> 2023, as National Volunteer Week, and urge my fellow citizens to recognize the crucial role played by volunteers in our community.



FOR RELEASE February 15<sup>th</sup>, 2023

The Township of Wellington North is pleased to invite all volunteers and newcomers to our community to join us on Thursday April 20<sup>th</sup>, for a volunteer celebration & newcomers welcome.

This celebration will be held between 4:30pm - 7:00pm at the Arthur & Area Community Centre (158 Domville Street). The event will include displays from a variety of community organizations, Mayors welcome, presentations and cake cutting starting at 5:00pm with a catered dinner at 5:30pm. If you have recently moved to the area this is an opportunity to learn more about your community, ask questions and receive a welcome bag full of useful information and goodies. You can also grab a recycling bin if you have not already done so!

This is a free event however **registration will be required**, and can be completed at the following Eventbrite link up until April 6<sup>th</sup>: <https://www.eventbrite.com/e/2023-volunteer-and-newcomer-celebration-tickets-519685743047> You can also contact Brianna at the Municipal Office at 519.848.3620 ext.4242.

This celebration will fall during National Volunteer Week which runs from April 16<sup>th</sup> – 22<sup>nd</sup> and this provides us with a great opportunity to thank the many volunteers in our community.

Mayor Andrew Lennox: “Volunteers are the heart of Wellington North, and we look forward to recognizing and celebrating volunteerism in our community and also welcoming our newcomers and showing to you that Wellington North is a great place to live, work and raise a family. Please come out and join us on April 20<sup>th</sup>”

-30-

Karren Wallace  
Director of Legislative Services/Clerk

1/27/23

**Township of Wellington North**  
**VENDOR CHEQUE REGISTER REPORT**  
**Payables Management**

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<b>Cheque Number</b>	<b>Vendor Cheque Name</b>	<b>Cheque Date</b>	<b>Amount</b>
78860	Abell Pest Control Inc	12/20/22	\$71.40
78861	Bell Mobility	12/20/22	\$1,162.38
78862	Berrn Consulting Ltd./AED4life	12/20/22	\$5,584.46
78863	BJ Industries Inc.	12/20/22	\$11,130.50
78864	Canadian Tire #066	12/20/22	\$181.91
78865	Chalmers Fuels Inc	12/20/22	\$3,018.77
78866	Cotton's Auto Care Centre	12/20/22	\$163.85
78867	Country Creations of Mt Forest	12/20/22	\$135.60
78868	Duncan, Linton LLP, Lawyers	12/20/22	\$4,066.13
78869	Eastlink	12/20/22	\$400.40
78870	Emission Testing on the Spot	12/20/22	\$406.80
78871	Eramosa Engineering Inc.	12/20/22	\$5,543.92
78872		12/20/22	\$580.95
78873	Horst Excavating Inc	12/20/22	\$1,183.68
78874		12/20/22	\$98.00
78875	Hydro One Networks Inc.	12/20/22	\$883.03
78876	Ivan Ireland Backhoe	12/20/22	\$1,610.26
78877	JD Mobile Repair Service	12/20/22	\$1,728.29
78878		12/20/22	\$16.00
78879		12/20/22	\$621.14
78880	Jim Martin	12/20/22	\$200.00
78881		12/20/22	\$639.62
78882		12/20/22	\$468.00
78883	Owen Sound Highway Maintenance	12/20/22	\$23,285.23
78884	PepsiCo Beverages Canada	12/20/22	\$1,712.49
78885		12/20/22	\$406.94
78886	Royal Bank Visa	12/20/22	\$8,674.02
78887	Stempski Kelly Associates Inc.	12/20/22	\$1,695.00
78888	Sterling Backcheck Canada Corp	12/20/22	\$94.98
78889	TD Wealth	12/20/22	\$807.20
78890	Architects Tillmann Ruth Robin	12/20/22	\$25,248.44
78891	Township of Centre Wellington	12/20/22	\$1,086.53
78892	Enbridge Gas Inc.	12/20/22	\$2,760.19
78893	Wajax	12/20/22	\$527.73
78894	Ward & Uptigrove Consulting &	12/20/22	\$508.50
78895	Waste Management	12/20/22	\$1,279.27
78896	Well Cty Fire Chiefs Assoc	12/20/22	\$250.00
78897	Workplace Safety & Ins Board	12/20/22	\$8,968.72
EFT0004459	Arthur Home Hardware Building	12/20/22	\$1,709.15
EFT0004460	B M Ross and Associates	12/20/22	\$9,531.57
EFT0004461		12/20/22	\$90.00

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0004462	CARQUEST Arthur Inc.	12/20/22	\$67.91
EFT0004463	Cimco Refrigeration	12/20/22	\$5,566.62
EFT0004464	Coffey Plumbing, Div. of KTS P	12/20/22	\$207.92
EFT0004465	Cordes Enterprise	12/20/22	\$926.99
EFT0004466	Corporate Express Canada Inc.	12/20/22	\$528.15
EFT0004467	Cover-Ups Carpet & Flooring	12/20/22	\$15.20
EFT0004468	Croskill Overhead Doors Ltd.	12/20/22	\$323.97
EFT0004469	County of Wellington	12/20/22	\$960.00
EFT0004470	Canadian Union of Public Emplo	12/20/22	\$1,587.72
EFT0004471	Delta Elevator Co. Ltd.	12/20/22	\$946.03
EFT0004472	Central Square Canada Software	12/20/22	\$2,214.80
EFT0004473	Dominion Voting Systems Corpor	12/20/22	\$13,079.75
EFT0004474	Excel Business Systems	12/20/22	\$698.33
EFT0004475		12/20/22	\$175.00
EFT0004476	Helm MSP Inc.	12/20/22	\$672.01
EFT0004477	HETEK Solutions Inc.	12/20/22	\$1,446.40
EFT0004478	Hort Manufacturing (1986) Ltd.	12/20/22	\$1,147.18
EFT0004479	Ideal Supply Inc.	12/20/22	\$154.25
EFT0004480	Innovative Access Technologies	12/20/22	\$237.30
EFT0004481	International Trade Specialist	12/20/22	\$158.97
EFT0004482	Maple Lane Farm Service Inc.	12/20/22	\$1,635.83
EFT0004483	Midwest Co-operative Services	12/20/22	\$163.65
EFT0004484	Ont Mun Employee Retirement	12/20/22	\$50,987.86
EFT0004485	Ontario One Call	12/20/22	\$144.78
EFT0004486	Ont Clean Water Agency	12/20/22	\$40,554.58
EFT0004487	Purolator Inc.	12/20/22	\$5.25
EFT0004488	Reeves Construction Ltd	12/20/22	\$666.70
EFT0004489	Risolv IT Solutions Ltd	12/20/22	\$11,952.00
EFT0004490	Saugeen Community Radio Inc.	12/20/22	\$731.11
EFT0004491	SGS Canada Inc.	12/20/22	\$2,481.48
EFT0004492	Stephen Hale	12/20/22	\$1,830.60
EFT0004493	Suncor Energy Inc.	12/20/22	\$5,732.81
EFT0004494	Terryberry	12/20/22	\$2,184.81
EFT0004495	Triton Engineering Services	12/20/22	\$12,492.84
EFT0004496	Upanup Studios Inc.	12/20/22	\$1,695.00
EFT0004497		12/20/22	\$28.24
EFT0004498	Wellington North Power	12/20/22	\$10,136.65
EFT0004499	Work Equipment Ltd.	12/20/22	\$214,587.00
EFT0004500	Young's Home Hardware Bldg Cen	12/20/22	\$537.28
78898	Abell Pest Control Inc	1/04/23	\$66.92
78899	Avertex Utility Solutions Inc.	1/04/23	\$5,618.36
78900	B.C. Construction	1/04/23	\$10,441.20
78901	Blue Grotto Global Investments	1/04/23	\$1,900.00
78902		1/04/23	\$1,900.00
78903	Brenwood Signs	1/04/23	\$2,917.56
78904	Broadline Equipment Rental Ltd	1/04/23	\$63.14



Cheque Number	Vendor Cheque Name	Cheque Date	Amount
78905	C & G CONCRETE	1/04/23	\$11,392.49
78906		1/04/23	\$150.00
78907	Evans Utility & Mun Products	1/04/23	\$1,307.41
78908	High Time	1/04/23	\$168.37
78909	Jim's Auto Service	1/04/23	\$509.01
78910	Kronos Canadian Systems Inc.	1/04/23	\$1,175.20
78911	Mount Forest Foodland	1/04/23	\$47.45
78912		1/04/23	\$580.00
78913	The Murray Group Limited	1/04/23	\$47,774.25
78914	OMTRA	1/04/23	\$531.10
78915	Premier Equipment Ltd.	1/04/23	\$272.71
78916	Shawday Autobody Inc.	1/04/23	\$6,063.67
78917		1/04/23	\$32.76
78918		1/04/23	\$46.50
78919	Telizon Inc.	1/04/23	\$743.08
EFT0004501	ACE, Accent Electronic Control	1/04/23	\$4,022.80
EFT0004502	Agrisan SC Pharma	1/04/23	\$10,754.22
EFT0004503	Arthur Chrysler Dodge Jeep Lim	1/04/23	\$117.69
EFT0004504	Arthur Home Hardware Building	1/04/23	\$441.72
EFT0004505	Arthurs Fuel	1/04/23	\$1,879.30
EFT0004506	Artic Clear 1993 Inc.	1/04/23	\$51.00
EFT0004507		1/04/23	\$84.73
EFT0004508	BackSpace Computer	1/04/23	\$3,955.00
EFT0004509	Brandt Cambridge	1/04/23	\$2,878.21
EFT0004510		1/04/23	\$169.49
EFT0004511	Canada's Finest Coffee	1/04/23	\$164.80
EFT0004512	CARQUEST Arthur Inc.	1/04/23	\$229.35
EFT0004513	Carson Supply	1/04/23	\$46.78
EFT0004514	City of Guelph	1/04/23	\$1,771.28
EFT0004515	Clark Bros Contracting	1/04/23	\$1,118.70
EFT0004516	ClearTech Industries Inc.	1/04/23	\$321.32
EFT0004517	Coffey Plumbing, Div. of KTS P	1/04/23	\$987.62
EFT0004518	Cordes Enterprise	1/04/23	\$1,234.53
EFT0004519	Corporate Express Canada Inc.	1/04/23	\$369.16
EFT0004520	Cox Construction Limited Guelph	1/04/23	\$375,578.36
EFT0004521	County of Wellington	1/04/23	\$21,922.96
EFT0004522	CW AND COMPANY	1/04/23	\$2,919.07
EFT0004523	Decker's Tire Service	1/04/23	\$299.45
EFT0004524		1/04/23	\$80.00
EFT0004525	Drexler Construction Limited	1/04/23	\$215,069.46
EFT0004526	Eric Cox Sanitation	1/04/23	\$10,464.99
EFT0004527		1/04/23	\$285.89
EFT0004528	GSP Group	1/04/23	\$1,214.75
EFT0004529	Helm MSP Inc.	1/04/23	\$247.47
EFT0004530	Hort Manufacturing (1986) Ltd.	1/04/23	\$211.23
EFT0004531	Huronina Welding	1/04/23	\$85.00

<b>Cheque Number</b>	<b>Vendor Cheque Name</b>	<b>Cheque Date</b>	<b>Amount</b>
EFT0004532	Ideal Supply Inc.	1/04/23	\$333.23
EFT0004533	International Trade Specialist	1/04/23	\$168.17
EFT0004534	KORE Mechanical Inc.	1/04/23	\$8,821.75
EFT0004535	Kraemer LLP	1/04/23	\$661.05
EFT0004536	K Smart Associates Limited	1/04/23	\$2,591.94
EFT0004537	Maple Lane Farm Service Inc.	1/04/23	\$143.72
EFT0004538	Marcc Apparel Company	1/04/23	\$2,274.71
EFT0004539	Martin Drainage	1/04/23	\$6,703.58
EFT0004540	Mike Lucas	1/04/23	\$616.98
EFT0004541	Moorefield Excavating Limited	1/04/23	\$1,220.40
EFT0004542	Midwest Co-operative Services	1/04/23	\$75.24
EFT0004543	Ont Clean Water Agency	1/04/23	\$9,253.03
EFT0004544	Print One	1/04/23	\$536.75
EFT0004545	Purolator Inc.	1/04/23	\$5.25
EFT0004546	Resurface Corporation	1/04/23	\$50.85
EFT0004547	Risolv IT Solutions Ltd	1/04/23	\$161.85
EFT0004548	ROBERTS FARM EQUIPMENT	1/04/23	\$60.46
EFT0004549	Rochester Midland Canada Corpo	1/04/23	\$1,653.60
EFT0004550		1/04/23	\$532.50
	Total Amount of Cheques:		\$1,306,736.59



# Staff Report

**To:** Mayor and Members of Council  
Meeting of February 6, 2023

**From:** Farhad Hossain, Director of Finance

**Subject:** Report TR2023-04 Being a report on the 2023 Ontario Municipal Partnership Fund (OMPF) and Ontario Community Infrastructure Fund (OCIF) Allocation

**RECOMMENDATION**

**THAT** Council of the Corporation of the Township of Wellington North receive for information report TR2023-04 Being a report on the 2023 Ontario Municipal Partnership Fund (OMPF) and Ontario Community Infrastructure Fund (OCIF) Allocation.

**PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS**

N/A

**BACKGROUND**

The Township receives two recurring grants from the provincial government, Ontario Municipal Partnership Fund (OMPF) and Ontario Community Infrastructure Fund (OCIF). These grants fund the Township’s general government services and existing infrastructure maintenance and development.

**OMPF:** OMPF is the main transfer payment to municipalities from the provincial government and is broadly unconditional. It has five funding components, and Wellington North receives funding based on two components, the rural communities grant component and the rural fiscal circumstances grant component. The grant mainly reflects the changes in the administration of farm property tax rebates<sup>1</sup>. The grant’s funding level and allocation criteria change based on provincial priority. In 2023, the province has maintained the OMPF funding of \$500 million, which will provide support to 389 municipalities across the province. The Province continues the review of this funding vehicle to ensure that it is sustainable and is more focused on northern and rural municipalities.

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<sup>1</sup> Before 1998 farmland properties used to pay 100% of their assessed property taxes to the municipalities and province paid the 75% rebate to the farm property owners. Since 1998, the 75% rebate is administered by the municipalities

**OCIF:** The provincial government started the OCIF in 2014 to provide funding for aging infrastructure in small/medium, rural, and northern communities. It is a conditional grant and tied to the Township’s asset management plan. The Township’s ability to receive its fair share of the funding depends on continued compliance with the Ontario Regulation 588/17: Asset Management Planning For Municipal Infrastructure.

The funding is formula based, and a significant formula change starts in 2023. Previous years' funding was allocated based on closing cost balances of the tangible capital assets identified in the audited financial statement. However, the 2023 allocation is based on forward-looking Current Replacement Values identified in the Township’s asset management plan for the core infrastructure assets (phase 2, O.Reg 588/17). The province confirms that “CRVs will be used to inform future OCIF allocations, and data from asset management plans will be used to gain insights on municipalities’ level of asset management investments and the state of good repair across the core infrastructure.”

### FINANCIAL CONSIDERATIONS

The Township has benefited from its growth and compliance with the second phase of the O.Reg 588/17: Asset Management Planning For Municipal Infrastructure. Consequently, the Township received a higher allocation in 2023 from OMPF and OCIF. OMPF funding has increased by 1.22%, whereas OCIF funding has increased by 3.98% resulting in an overall funding increase of 4.09% or \$131,097 in 2023.

The following table provides the year-over-year change in each of the grants. It is important to note that the province is gradually phasing out the rural fiscal circumstances grant component of the OMPF. As a result, the rural fiscal circumstances grant component has declined by 5.93% in 2023 over the 2022 allocation.

Grant	2021	2022	2023	Change (\$)	Change (%)
<b>OMPF</b>					
Rural communities grant component	978,700	1,012,300	1,084,700	72,400	7.15%
Rural fiscal circumstances grant component	298,800	288,300	271,200	-17,100	-5.93%
<b>OMPF Subtotal</b>	<b>1,277,500</b>	<b>1,300,600</b>	<b>1,355,900</b>	<b>55,300</b>	<b>1.22%</b>
<b>OCIF</b>	<b>1,030,120</b>	<b>1,903,374</b>	<b>1,979,171</b>	<b>75,797</b>	<b>3.98%</b>
<b>Total Grant Allocation for 2023</b>	<b>2,307,620</b>	<b>3,203,974</b>	<b>3,335,071</b>	<b>131,097</b>	<b>4.09%</b>

Additional details specific to the Township's 2023 allocation are outlined in the 2023 OMPF and OCIF Allocation Notice from the Province (following this report).

### ATTACHMENTS

- Township of Wellington North's municipal 2023 OMPF Allocation Notice
- The 2022 OMPF Technical Guide
- Township of Wellington North's municipal 2023 OCIF Allocation Notice

### STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes

No

N/A

Which priority does this report support?

Modernization and Efficiency

Partnerships

Municipal Infrastructure

Alignment and Integration

**Prepared By:** Farhad Hossain, Director of Finance

*Farhad Hossain*

**Recommended By:** Brooke Lambert, Chief Administrative Officer

*Brooke Lambert*



**2023 Allocation Notice****Township of Wellington North**

2349

County of Wellington

In 2023, the Province is providing the Township of Wellington North with \$1,355,900 in funding through the OMPF, which is the equivalent of \$263 per household.

<b>A Total 2023 OMPF</b>	<b>\$1,355,900</b>
--------------------------	--------------------

1. Assessment Equalization Grant Component	-
2. Northern Communities Grant Component	-
3. Rural Communities Grant Component	\$1,084,700
4. Northern and Rural Fiscal Circumstances Grant Component	\$271,200
5. Transitional Assistance	-

**B Key OMPF Data Inputs**

1. Households	5,165
2. Total Weighted Assessment per Household	\$335,255
3. Rural and Small Community Measure (RSCM)	100.0%
4. Farm Area Measure (FAM)	83.0%
5. Northern and Rural Municipal Fiscal Circumstances Index (MFCI)	4.5
6. 2023 Guaranteed Level of Support	89.0%
7. 2022 OMPF	\$1,300,600

Note: See line item descriptions on the following page.

**2023 Allocation Notice****Township of Wellington North**

2349

County of Wellington

**2023 OMPF Allocation Notice - Line Item Descriptions**

<b>A</b>	Sum of 2023 OMPF grant components and Transitional Assistance, which are described in the 2023 OMPF Technical Guide. This document can be accessed at: <a href="https://www.ontario.ca/document/2023-ontario-municipal-partnership-fund/technical-guide">https://www.ontario.ca/document/2023-ontario-municipal-partnership-fund/technical-guide</a>
<b>A5</b>	If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to year-over-year funding changes. See the enclosed Transitional Assistance Calculation Insert for further details.
<b>B1</b>	Based on the 2022 returned roll from the Municipal Property Assessment Corporation (MPAC).
<b>B2</b>	Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
<b>B3</b>	Represents the proportion of a municipality's population residing in rural areas and/or small communities. For additional information, see the 2023 OMPF Technical Guide, Appendix A.
<b>B4</b>	Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the enclosed Farm Area Measure Insert, and the 2023 OMPF Technical Guide, Appendix B.
<b>B5</b>	Measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCl corresponds to relatively positive fiscal circumstances, whereas a higher MFCl corresponds to more challenging fiscal circumstances. For additional information, see the enclosed MFCl Insert, and the 2023 OMPF Technical Guide, Appendix D.
<b>B6</b>	Represents the guaranteed level of support the municipality will receive through the 2023 OMPF. For additional information, see the 2023 OMPF Technical Guide.
<b>B7</b>	Line A of 2022 OMPF Allocation Notice.

*Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.*

**2023 Transitional Assistance Calculation Insert****Township of Wellington North**

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County of Wellington

<b>A 2023 OMPF Transitional Assistance (Line B2 - Line B1, if positive)</b>	<b>n/a</b>
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*As the municipality's 2023 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.*

<b>B Supporting Details</b>
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<b>1. Sum of 2023 OMPF Grant Components (excluding Transitional Assistance)</b>	<b>\$1,355,900</b>
<b>2. 2023 Guaranteed Support (Line B2a x Line B2b)</b>	<b>\$1,157,600</b>
a. 2022 OMPF	\$1,300,600
b. 2023 Guaranteed Level of Support (Line C)	89.0%

<b>C 2023 Guaranteed Level of Support (Line C1 + Line C2)</b>	<b>89.0%</b>
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1. 2023 OMPF Minimum Guarantee	85.0%
2. Enhancement Based on Northern and Rural Municipal Fiscal Circumstances Index	4.0%

*Note: See line item descriptions on the following page.*

**2023 Transitional Assistance Calculation Insert****Township of Wellington North**

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County of Wellington

**2023 Transitional Assistance Calculation Insert - Line Item Descriptions**

<b>A</b>	Transitional Assistance ensures that in 2023, southern municipalities will receive a minimum of 85 per cent of the support they received through the OMPF in 2022. The Township of Wellington North's 2023 OMPF exceeds their guaranteed level. As a result, Transitional Assistance is not required.
<b>B1</b>	Sum of the following 2023 OMPF grant components: Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grant Components.
<b>B2</b>	Guaranteed amount of funding through the 2023 OMPF.
<b>B2a</b>	Line A of 2022 OMPF Allocation Notice.
<b>B2b</b>	Represents the guaranteed level of support the municipality will receive through the 2023 OMPF. For additional information, see the 2023 OMPF Technical Guide.
<b>C1</b>	Reflects the minimum level of support for southern municipalities through the 2023 OMPF.
<b>C2</b>	Reflects the enhancement to the minimum level of support based on the municipality's Northern and Rural MFCI.

*Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.*

## 2023 Northern and Rural Municipal Fiscal Circumstances Index

### Township of Wellington North

2349

County of Wellington

<b>A Northern and Rural Municipal Fiscal Circumstances Index (MFCI)</b>	<b>4.5</b>
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The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The Northern and Rural MFCI is determined based on six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Township to the median for northern and rural municipalities.

### B Northern and Rural MFCI - Indicators

Primary Indicators	Township of Wellington North	Median
1. Weighted Assessment per Household	\$335,255	\$289,000
2. Median Household Income	\$78,000	\$82,000
<b>Secondary Indicators</b>		
3. Average Annual Change in Assessment (New Construction)	1.6%	1.1%
4. Employment Rate	62.9%	56.0%
5. Ratio of Working Age to Dependent Population	145.0%	152.0%
6. Per cent of Population Above Low-Income Threshold	86.0%	88.0%

Note: An indicator value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.

Additional details regarding the calculation of the Northern and Rural MFCI are provided in the 2023 OMPF Technical Guide, as well as in the customized 2023 Northern and Rural MFCI Workbook.

Note: See line item descriptions on the following page.

**2023 Northern and Rural Municipal Fiscal Circumstances Index****Township of Wellington North**

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County of Wellington

**2023 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions**

<b>A</b>	The municipality's 2023 Northern and Rural MFCI. Additional details are provided in the municipality's customized 2023 Northern and Rural MFCI Workbook.
<b>B1</b>	Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
<b>B2</b>	Statistics Canada's measure of median income for all private households in 2020.
<b>B3</b>	Measures the five-year (2017 - 2022) average annual change in a municipality's assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment.
<b>B4</b>	Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over.
<b>B5</b>	Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over).
<b>B6</b>	Statistics Canada's measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households.



**2023 Farm Area Measure Insert****Township of Wellington North**

2349

County of Wellington

<b>A Farm Area Measure (Line B1 / Line B2)</b>	<b>83.0%</b>
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The Farm Area Measure (FAM) represents the percentage of a municipality's land area comprised of farm land.

$$\frac{\text{Farm Land Area}}{\text{Municipal Land Area}} = \text{Farm Area Measure}$$

**B Supporting Details**

1. Farm Land Area	107,863 acres
2. Municipal Land Area	130,054 acres

The Rural Communities Grant includes a funding enhancement for municipalities with a Farm Area Measure of more than 70 per cent, based on a sliding scale. Eligible municipalities receive this funding as part of their Rural Communities Grant allocation. Additional details regarding the calculation of the Farm Area Measure are provided in the 2023 OMPF Technical Guide, as well as in the municipality's customized 2023 OMPF Workbook.

*Note: See line item descriptions on the following page.*

## 2023 Farm Area Measure Insert

Township of Wellington North

2349

County of Wellington

### 2023 Farm Area Measure Insert - Line Item Descriptions

- |           |  |
|-----------|--|
| <b>A</b>  | Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2023 OMPF Technical Guide, Appendix B. |
| <b>B1</b> | The number of acres of land for properties in the farm property tax class.   |
| <b>B2</b> | The total number of acres of land in the municipality.   |

Ministry of Finance

# ONTARIO MUNICIPAL PARTNERSHIP FUND

**2023**  
Technical Guide

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## INTRODUCTION

This guide outlines the grant parameters for the 2023 Ontario Municipal Partnership Fund (OMPF). It is intended to provide a technical overview of the funding program.

## OVERVIEW

The OMPF is the Province's main general assistance grant to municipalities.

The program primarily supports northern and rural municipalities across the province. Its objectives are to:

- recognize the challenges of northern and rural municipalities, while targeting funding to those with more challenging fiscal circumstances
- support areas with limited property assessment
- assist municipalities that are adjusting to year-over-year funding changes

### 2023 OMPF — Program Details

For 2023, the government is maintaining the overall structure and program envelope of the OMPF.

**The 2023 OMPF will provide a total of \$500 million to 389 municipalities across the province.**

The program will continue to be responsive to municipal circumstances through annual data updates and related adjustments.

Consistent with prior years, **Transitional Assistance** will continue to ensure that municipalities in northern Ontario receive at least 90 per cent of their 2022 OMPF allocation, and municipalities in southern Ontario receive at least 85 per cent.

<b>2023 Minimum Levels of Support (Per Cent of 2022 OMPF Allocation)</b>	
Northern Ontario	90%
Southern Ontario	85%

Municipalities in all regions of the province with the most challenging fiscal circumstances will continue to have their funding enhanced up to 100 per cent of the prior year's allocation.

## Provincial Support to Municipalities

The OMPF is being maintained in the context of increased provincial support to municipalities. For example, through the doubling of the **Ontario Community Infrastructure Fund (OCIF)** and the introduction of the **Northern Ontario Resource Development Support (NORDS)** program.

- The government has committed \$400 million annually over five years to invest in local infrastructure and asset management through the **Ontario Community Infrastructure Fund (OCIF)**. OCIF provides investment to help 424 small, rural and northern communities construct and rehabilitate roads, bridges, water and wastewater infrastructure.
- The **NORDS** program is providing up to \$15 million annually over five years to northern municipalities to support infrastructure projects.



## 2023 ONTARIO MUNICIPAL PARTNERSHIP FUND

The 2023 OMPF will provide a total of \$500 million to 389 municipalities across the province through the following core grant components and Transitional Assistance.

### 1. Assessment Equalization Grant Component — \$149 million

Provides funding to eligible municipalities with limited property assessment.

### 2. Northern Communities Grant Component — \$89 million

Provides funding to all northern municipalities in recognition of their unique challenges.

### 3. Rural Communities Grant Component — \$154 million

Provides funding to rural municipalities, including targeted funding for rural farming communities, in recognition of their unique challenges.

### 4. Northern and Rural Fiscal Circumstances Grant Component — \$93 million

Provides additional, targeted funding to northern and rural municipalities based on their fiscal circumstances.

### 5. Transitional Assistance — \$16 million

Ensures a guaranteed level of support to municipalities based on their 2022 OMPF allocation.

*Note: Figures are rounded.*

## 2023 OMPF GRANT COMPONENTS

### 1. Assessment Equalization Grant

The Assessment Equalization Grant provides funding to eligible single- and lower-tier municipalities with limited property assessment due to lower property values and/or limited non-residential assessment.

To determine the grant amount, a total assessment differential (such as, the total municipal assessment below the provincial median per-household threshold of \$304,500) is calculated for each municipality. Single- and lower-tier municipalities receive funding based on the total assessment differential. Funding provided through this grant increases the further a municipality's total weighted assessment per household is below the provincial median.

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Every \$10,000 increment in a municipality's total assessment differential results in an additional \$28.80 in funding.

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#### Example 1.1

Municipality A:

- Weighted assessment per household: \$200,000
- Assessment per household below the \$304,500 threshold:  $\$304,500 - \$200,000 = \$104,500$
- Number of households: 2,000
- Total assessment differential:  $\$104,500 \times 2,000 = \$209,000,000$

**Grant Amount:  $\$209,000,000 / \$10,000 \times \$28.80 = \$601,920$**

## 2. Northern Communities Grant

The Northern Communities Grant provides funding to all northern municipalities in recognition of the unique challenges they face.

The grant is based on the number of households, and the per-household amount is \$239.

### **Example 2.1**

Municipality A (Northern):

- Number of households: 1,300

**Grant Amount:  $1,300 \times \$239 = \$310,700$**

### 3. Rural Communities Grant

The Rural Communities Grant recognizes the unique challenges of rural municipalities and particularly those of rural farming communities.

The Rural Communities Grant provides funding to single- and lower-tier municipalities across the province based on the proportion of their population residing in rural areas and/or small communities, as measured by the Rural and Small Community Measure (RSCM).

Municipalities with an RSCM of 75 per cent or more receive \$132 per household. Municipalities with an RSCM between 25 per cent and 75 per cent receive a portion of this funding on a sliding scale. For additional information on the RSCM, see Appendix A.

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Every 5-percentage point increase in the RSCM between 25 per cent and 75 per cent results in an additional \$13.20 per household:

---

<b>Rural Communities Grant*</b>											
RSCM (%)	25	30	35	40	45	50	55	60	65	70	75+
Per-household amount (\$)	0.00	13.20	26.40	39.60	52.80	66.00	79.20	92.40	105.60	118.80	132.00

*\*The per-household amounts above are for municipalities where 70 per cent or less of municipal land area is comprised of farm land.*

#### Example 3.1

Municipality A:

- RSCM: 80%
- Number of households: 3,000

**Grant Amount: 3,000 x \$132 = \$396,000**

Municipality B:

- RSCM: 55%
- Number of households: 3,000

**Grant Amount: 3,000 x \$79.20 = \$237,600**

## Rural municipalities where farmland represents more than 70 per cent of their land area

Per-household funding provided through the Rural Communities Grant includes an enhancement for municipalities with the highest levels of farmland (where farmland represents more than 70 per cent of municipal land area), in recognition of their particular challenges.

This funding enhancement is provided based on the Farm Area Measure (FAM), which reflects the percentage of a municipality's land area comprised of farm land (See Appendix B for further information on the FAM).

Single- and lower-tier rural municipalities with a FAM of more than 70 per cent and an RSCM of 75 per cent or greater receive funding according to the table outlined below.

Every 2-percentage point increase in the FAM between 70 per cent and 90 per cent results in an additional \$12.00 per household:

<b>Rural Communities Grant for Municipalities with a FAM of more than 70 Per Cent</b>											
FAM (%)	70	72	74	76	78	80	82	84	86	88	90+
Per-household amount (\$)	132	144	156	168	180	192	204	216	228	240	252

### Example 3.2

Municipality A (FAM < 70%):

- RSCM: 100%
- FAM: 50%
- Number of households: 3,000

**Grant Amount: 3,000 x \$132 = \$396,000**

Municipality B (FAM > 70%):

- RSCM: 100%
- FAM: 80%
- Number of households: 3,000

**Grant Amount: 3,000 x \$192 = \$576,000**

Municipality C (FAM > 90%):

- RSCM: 100%
- FAM: 93%
- Number of households: 3,000

**Grant Amount: 3,000 x \$252 = \$756,000**

### Rural municipalities with an RSCM between 25 and 75 per cent

Single- and lower-tier rural municipalities with a FAM of more than 70 per cent and an RSCM between 25 per cent and 75 per cent receive a portion of the funding according to their RSCM.

The following table provides the per-household funding for a municipality with an RSCM of 50 per cent (see Appendix C for a summary of Rural Communities Grant parameters based on the RSCM and FAM).

<b>Rural Communities Grant for Municipalities with an RSCM of 50 Per Cent and a FAM of more than 70 Per Cent</b>											
FAM (%)	70	72	74	76	78	80	82	84	86	88	90+
Per-household amount (\$)	66	72	78	84	90	96	102	108	114	120	126

**Example 3.3**

Municipality A:

- RSCM: 50%
- FAM: 80%
- Number of households: 3,000

**Grant Amount: 3,000 x \$96 = \$288,000**





## Rural municipalities with an RSCM between 25 and 75 per cent

Single- and lower-tier rural municipalities with an RSCM between 25 per cent and 75 per cent receive a portion of the per-household funding according to their RSCM.

Per-Household Funding at MFCI 4					
RSCM (%)	25	35	50	65	75
Per-household amount (\$)	0	8	20	32	40

*See Appendix E for more detailed information.*

**Example 4.2**

Municipality A (Rural):

- MFCI: 4
- RSCM: 65%
- Number of households: 1,200

**Grant Amount: 1,200 x \$32 = \$38,400**

Additional municipality-specific details are provided in the customized *2023 Northern and Rural MFCI Workbooks*.

## 5. Transitional Assistance

Transitional Assistance assists municipalities in adjusting to year-over-year funding changes. This funding ensures that municipalities receive a guaranteed level of support based on their previous year's OMPF allocation.

In 2023, minimum funding guarantees have been maintained at 85 per cent for southern Ontario and 90 per cent for northern Ontario. This means that municipalities in southern Ontario will receive at least 85 per cent of their 2022 OMPF allocation and northern municipalities will receive at least 90 per cent of their 2022 OMPF allocation.

These minimum levels of support will continue to be enhanced, up to 100 per cent, for eligible northern and rural municipalities across the province with more challenging fiscal circumstances, as measured by the Northern and Rural MFCI.

<b>2023 Municipal Funding Levels Based on Northern and Rural MFCI</b>											
MFCI	0	1	2	3	4	5	6	7	8	9	10
Northern Ontario (%)	90.0	90.0	90.0	91.5	93.0	94.5	96.0	97.5	99.0	100	100
Southern Ontario (%)	85.0	85.0	85.0	86.0	88.0	90.0	92.5	95.0	97.5	100	100

### Example 5.1

Municipality A (Northern):

- 2022 OMPF allocation: \$250,000
- 2023 minimum level of support for northern municipality: 90%
- MFCI: 8
- 2023 enhanced guaranteed level of support for MFCI 8: 99%
- 2023 guaranteed funding amount:  $\$250,000 \times 99\% = \$247,500$
- Sum of 2023 OMPF grants prior to Transitional Assistance: \$180,000

**2023 Transitional Assistance:  $\$247,500 - \$180,000 = \$67,500$**

**Example 5.2**

Municipality B (Southern Rural):

- 2022 OMPF allocation: \$350,000
- 2023 minimum level of support for southern municipality: 85%
- MFCI: 7
- 2023 enhanced guaranteed level of support for MFCI 7: 95%
- 2023 guaranteed funding amount:  $\$350,000 \times 95\% = \$332,500$
- Sum of 2023 OMPF grants prior to Transitional Assistance: \$205,000

**2023 Transitional Assistance:  $\$332,500 - \$205,000 = \$127,500$**

**Example 5.3**

Municipality C (Southern Urban):

- 2022 OMPF allocation: \$250,000
- 2023 minimum level of support for southern municipality: 85%
- MFCI: n/a
- 2023 guaranteed funding amount:  $\$250,000 \times 85\% = \$212,500$
- Sum of 2023 OMPF grants prior to Transitional Assistance: \$125,000

**2023 Transitional Assistance:  $\$212,500 - \$125,000 = \$87,500$**

## IMPLEMENTATION

OMPF allocations are announced annually in time to support the municipal budget planning process, and payments are issued in quarterly installments to municipalities. All OMPF allocations are provided to municipalities as unconditional grants.

The Ministry of Finance calculates OMPF municipal allocations based on a defined set of data elements (see Appendix F).

### Municipal Workbooks

In order to assist municipalities in better understanding the 2023 program, the Ministry of Finance has developed a customized set of municipal workbooks for each municipality. These include:

- *2023 Ontario Municipal Partnership Fund Workbook*
- *2023 Northern and Rural Municipal Fiscal Circumstances Index Workbook*

The workbooks provide municipality-specific details and are shared electronically with municipal treasurers and clerk-treasurers.

### 2023 Reporting Obligations

Municipalities are required to submit their 2022 Financial Information Return (FIR) to the Ministry of Municipal Affairs and Housing (MMAH) by **May 31, 2023**.

The Ministry understands that providing details related to municipalities' OMPF allocations in a timely manner is an important part of the municipal budget planning process. In order to continue to support the timely communication of OMPF allocations, the Ministry is requesting that municipalities submit their 2023 tax rates through the Online Property Tax Analysis (OPTA) system or to MMAH by **August 31, 2023**. Failure to meet these deadlines may result in the withholding of OMPF payments until these documents have been submitted.

*Note that the timelines identified above may be subject to revision by the Ministry.*

## ADDITIONAL INFORMATION

This Technical Guide and other 2023 OMPF supporting materials are posted online at:

[www.ontario.ca/document/2023-ontario-municipal-partnership-fund](http://www.ontario.ca/document/2023-ontario-municipal-partnership-fund)

[www.ontario.ca/fr/document/fonds-de-partenariat-avec-les-municipalites-de-lontario-de-2023](http://www.ontario.ca/fr/document/fonds-de-partenariat-avec-les-municipalites-de-lontario-de-2023)

For additional information regarding 2023 OMPF allocations or for other general inquiries about the program, email your inquiry and contact information to: [info.ompf@ontario.ca](mailto:info.ompf@ontario.ca)

### Municipal Services Offices at the Ministry of Municipal Affairs and Housing

Alternatively, municipalities may also contact their local Municipal Services Office of the Ministry of Municipal Affairs and Housing (MMAH) who can assist in directing their inquiry:

<b>Municipal Services Offices: Ministry of Municipal Affairs and Housing</b>	
<b>CENTRAL:</b> 777 Bay Street, 13th Floor Toronto ON M7A 2J3	General Inquiry: (416) 585-6226 Toll Free: 1-800-668-0230 Fax: (416) 585-6882 Email: <a href="mailto:MSOC.Admin@ontario.ca">MSOC.Admin@ontario.ca</a>
<b>EASTERN:</b> Rockwood House, 8 Estate Lane Kingston ON K7M 9A8	General Inquiry: (613) 545-2100 Toll Free: 1-800-267-9438 Fax: (613) 548-6822 Email: <a href="mailto:MSO-E@ontario.ca">MSO-E@ontario.ca</a>
<b>NORTH (SUDBURY):</b> 159 Cedar Street, Suite 401 Sudbury ON P3E 6A5	General Inquiry: (705) 564-0120 Toll Free: 1-800-461-1193 Email: <a href="mailto:MSONorth@ontario.ca">MSONorth@ontario.ca</a>
<b>NORTH (THUNDER BAY):</b> 435 James St. S., Suite 223 Thunder Bay ON P7E 6S7	General Inquiry: (807) 475-1651 Toll Free: 1-800-465-5027 Email: <a href="mailto:MSONorth@ontario.ca">MSONorth@ontario.ca</a>
<b>WESTERN:</b> 659 Exeter Road, 2nd Floor London ON N6E 1L3	General Inquiry: (519) 873-4020 Toll Free: 1-800-265-4736 Email: <a href="mailto:MSO-SW@ontario.ca">MSO-SW@ontario.ca</a>



## APPENDICES

### Appendix A: Rural and Small Community Measure

The Rural and Small Community Measure (RSCM) represents the proportion of a municipality's population residing in rural areas and/or small communities. This approach recognizes that some municipalities include a mix of rural and non-rural areas.

The measure is based on Statistics Canada data and is calculated as follows:

1. Statistics Canada divides municipalities into small geographic areas, typically less than a few hundred residents.
2. These areas are classified by Statistics Canada as rural areas or small communities if they meet one of the following conditions:
  - They have a population density of less than 400 per square kilometre.
  - They have a population density of greater than 400 per square kilometre but cannot be grouped with other adjacent areas (each also with a population density of greater than 400 per square kilometre), to produce a total population concentration greater than 1,000.
  - They are not economically integrated with a population centre of greater than 10,000 (see table below).
3. The RSCM is determined by calculating the proportion of a municipality's population residing in areas that are classified as either rural or a small community.

OMPF calculations incorporate a minor adjustment to Statistics Canada's classification of "small community." This adjustment provides a transition between the small community and urban centre classification for areas with a population between 10,000 and 12,500 and is made on a sliding scale:

<b>Percentage of Area Population Included as a Small Community</b>						
Area population	10,000	10,500	11,000	11,500	12,000	12,500
Percentage (%)	100	80	60	40	20	0

## Appendix B: Farm Area Measure

The Farm Area Measure (FAM) represents the percentage of a municipality's land area comprised of farm land. The measure was introduced in the 2016 OMPF in response to feedback from some municipalities that the OMPF should recognize the variation in farm land across the province.

The FAM is calculated as follows:

$$\frac{\text{Farm Land Area}}{\text{Municipal Land Area}} = \text{Farm Area Measure}$$

A municipality's FAM is determined using the following components:

1. **Farm Land Area**, which is equal to acres of land for properties in the farm property tax class, as of December 31<sup>st</sup>, 2021.
  - a. The Ministry of Agriculture, Food and Rural Affairs (OMAFRA) administers the application process for the farm property tax class and is responsible for reviewing eligibility criteria before a property can be placed in the farm property tax class. These criteria include:
    - The property must be assessed and valued as farm land by the Municipal Property Assessment Corporation (MPAC).
    - The farming business generates at least \$7,000 in Gross Farm Income (GFI) per year.
    - The farming business has a valid Farm Business Registration number from Agricorp or a valid exemption.
    - The property is being used for a farming business by either the owner or tenant farmer or both.
  - b. The acreage of properties in the farm property tax class is determined using the Ontario Parcel database. This database was developed in partnership between the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNRF), MPAC and Teranet Enterprises Inc., and provides information on the land area for each individual property or parcel of land in the province.
2. **Municipal Land Area**, which represents the number of acres of land in a municipality and reflects municipal boundaries as of January 1, 2021. This measure is based on the Spatial Data Infrastructure (SDI) from Statistics Canada and excludes bodies of water.

## Appendix C: Summary of Rural Communities Grant Parameters

The following table supports the Rural Communities Grant calculation for single- and lower-tier rural municipalities with an RSCM between 25 and 75 per cent and a FAM of 70 per cent or more.

<b>Rural Communities Grant Funding Levels Based on RSCM and FAM (\$ per household)</b>											
<b>FAM (%)</b>	<b>70</b>	<b>72</b>	<b>74</b>	<b>76</b>	<b>78</b>	<b>80</b>	<b>82</b>	<b>84</b>	<b>86</b>	<b>88</b>	<b>90+</b>
<b>RSCM (%)</b>											
25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35	26.40	28.80	31.20	33.60	36.00	38.40	40.80	43.20	45.60	48.00	50.40
50	66.00	72.00	78.00	84.00	90.00	96.00	102.00	108.00	114.00	120.00	126.00
65	105.60	115.20	124.80	134.40	144.00	153.60	163.20	172.80	182.40	192.00	201.60
75+	132.00	144.00	156.00	168.00	180.00	192.00	204.00	216.00	228.00	240.00	252.00

## Appendix D: Northern and Rural Municipal Fiscal Circumstances Index

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province.

The Northern and Rural MFCI is determined based on six indicators. These indicators are classified as either primary or secondary to reflect their relative importance in determining a municipality's fiscal circumstances.

The indicators include:

### Primary Indicators

- Weighted Assessment Per Household
- Median Household Income

### Secondary Indicators

- Average Annual Change in Assessment (New Construction)
- Employment Rate
- Ratio of Working Age to Dependent Population
- Per Cent of Population Above Low-Income Threshold

A municipality's Northern and Rural MFCI is determined through three steps, as listed below and as described in more detail on the following pages.

1. **Indicator Score** — Each primary and secondary indicator is scored based on its relationship to the median for northern and rural municipalities.
2. **Average Indicator Score** — An average indicator score is calculated based on the average of both the primary and secondary indicators.
3. **Northern and Rural MFCI** — This index reflects a municipality's fiscal circumstances relative to other northern and rural municipalities in the province and is based on the relative results of each municipality's average indicator score. The Northern and Rural MFCI is measured on a scale from 0 to 10.

A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. As a result, an MFCI of 5 corresponds to fiscal circumstances similar to the median for northern and rural municipalities.

Additional municipality-specific details are provided in the *2023 Northern and Rural MFCI Workbook*.

## 1. Indicator Score

The indicator score has a range from -100 per cent to 100 per cent and reflects how the value of a municipality's indicator compares to the median for northern and rural municipalities.

### Indicator Value Above Median

An indicator value that is above the median will have a positive score, which is reflective of relatively positive fiscal circumstances.

The indicator score is calculated based on the position of the municipality's indicator value between the median and highest value for northern and rural municipalities.

### Indicator Value Below Median

An indicator value that is below the median will have a negative score, which is reflective of more challenging fiscal circumstances.

The indicator score is calculated based on the position of the municipality's indicator data between the median and lowest value for northern and rural municipalities.

For example, an indicator score of 25 per cent indicates that a data value is one quarter of the distance between the median and highest value, while an indicator score of -25 per cent indicates that a data value is one quarter of the distance between the median and lowest value. An indicator score of 0 per cent reflects the median for northern and rural municipalities.

The following table outlines the median, highest and lowest values for each MFCI indicator. Illustrative examples of indicator score calculations are provided on the following page.

<b>MFCI Indicator Parameters</b>			
<b>Primary Indicators</b>	<b>Lowest</b>	<b>Median</b>	<b>Highest</b>
Weighted Assessment per Household	\$46,000	\$289,000	\$803,000
Median Household Income	\$45,000	\$82,000	\$141,000
<b>Secondary Indicators</b>	<b>Lowest</b>	<b>Median</b>	<b>Highest</b>
Average Annual Change in Assessment (New Construction)	-2.3%	1.1%	4.7%
Employment Rate	30.0%	56.0%	75.0%
Ratio of Working Age to Dependent Population	98.0%	152.0%	245.0%
Per Cent of Population Above Low-Income Threshold	65.0%	88.0%	97.0%

**Example 1.1**

Indicator: Median Household Income

Lowest Value	Median Value	Highest Value
\$45,000	\$82,000	\$141,000

Example Municipality: Indicator Data Value = \$63,500

**A. Difference between Indicator Value and Median:  $\$63,500 - \$82,000 = -\$18,500$**

Since the indicator value is below the median for northern and rural municipalities, the difference between the median and the lowest value for northern and rural municipalities is calculated.

**B. Difference between Median and Lowest Value:  $\$82,000 - \$45,000 = \$37,000$**

**C. Indicator Score =  $A / B: -\$18,500 / \$37,000 = -50\%$**

**Example 1.2**

Indicator: Ratio of Working Age to Dependent Population

Lowest Value	Median Value	Highest Value
98%	152%	245%

Example Municipality: Indicator Data Value = 198.5%

**A. Difference between Indicator Value and Median:  $198.5\% - 152\% = 46.5\%$**

Since the indicator value is above the median for northern and rural municipalities, the difference between the median and the highest value for northern and rural municipalities is calculated.

**B. Difference between Median and Highest Value:  $245\% - 152\% = 93\%$**

**C. Indicator Score =  $A / B: 46.5\% / 93\% = 50\%$**



## 2. Average Indicator Score

The average indicator score summarizes a municipality's overall results on all six indicators.

A municipality's average indicator score is based on both the primary and secondary indicator average, as shown below.

### Calculating Average Indicator Score

**Average Indicator Score = (Primary Indicator Average + Secondary Indicator Average) / 2**

**Primary Indicator Average: (A + B) / 2**

A. Weighted Assessment Per Household indicator score

B. Median Household Income indicator score

**Secondary Indicator Average: (C + D + E + F) / 4**

C. Average Annual Change in Assessment (New Construction) indicator score

D. Employment Rate indicator score

E. Ratio of Working Age to Dependent Population indicator score

F. Per Cent of Population Above Low-Income Threshold indicator score

*Note: A positive average indicator score reflects relatively positive fiscal circumstances, while a negative average indicator score reflects more challenging fiscal circumstances.*

### Example 2.1

#### Average Indicator Score

A. Weighted Assessment per Household indicator score: 8%

B. Median Household Income indicator score: -50%

**Primary Indicator Average: (8% + (-50%)) / 2 = -21%**

C. Average Annual Change in Assessment (New Construction) indicator score: -91%

D. Employment Rate indicator score: 1%

E. Ratio of Working Age to Dependent Population indicator score: 50%

F. Per Cent of Population Above Low-Income Threshold indicator score: -84%

**Secondary Indicator Average: (-91% + 1% + 50% + (-84%)) / 4 = -31%**

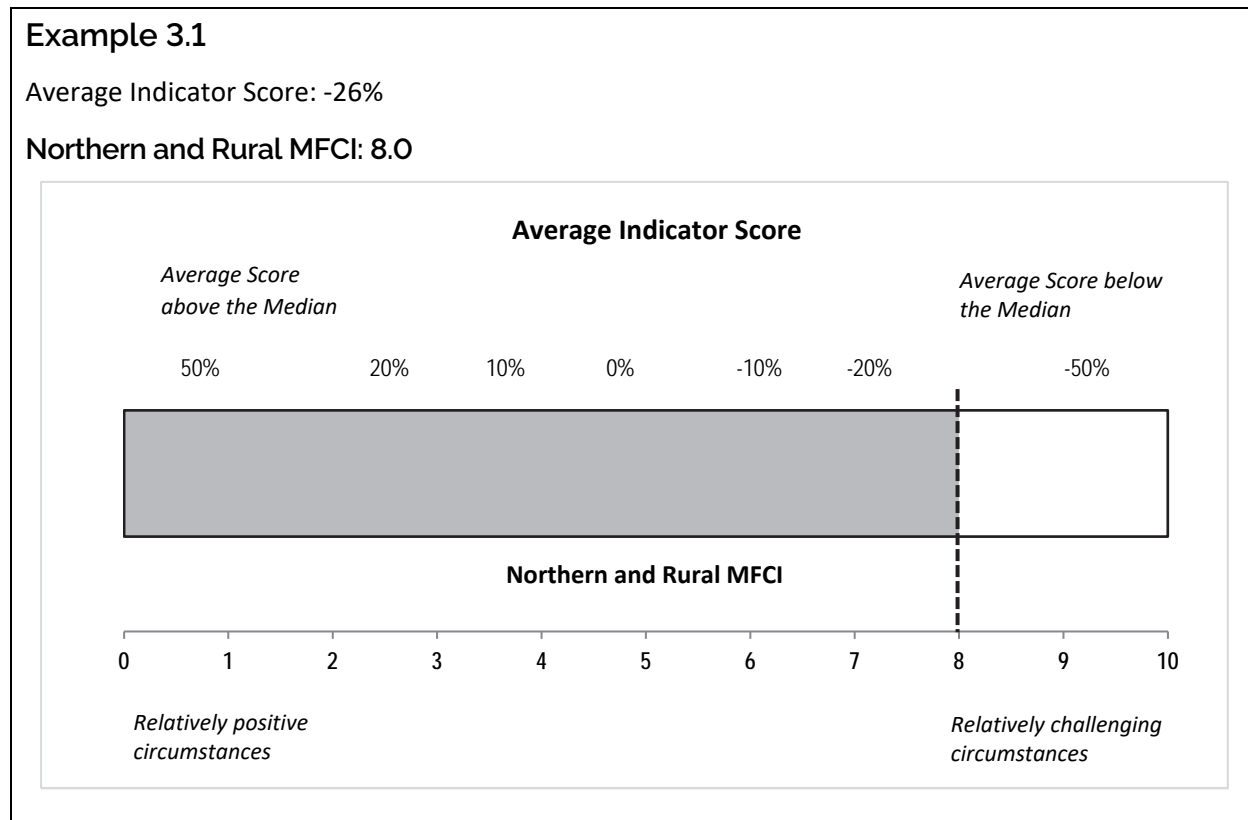
**Average Indicator Score: (-21% + (-31%)) / 2 = -26%**

### 3. Determination of Northern and Rural MFCI

The Northern and Rural MFCI reflects a municipality's fiscal circumstances relative to other northern and rural municipalities in the province.

The Northern and Rural MFCI is measured on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, while a higher MFCI corresponds to more challenging fiscal circumstances. A Northern and Rural MFCI of 5 corresponds to fiscal circumstances similar to the median for northern and rural municipalities.

A municipality's MFCI is determined based on the value of the average indicator score. The example below presents how average indicator scores are used to determine a municipality's MFCI.





## Appendix F: Data Sources

OMPF Data Elements and Sources		
Data	Year	Source(s)
Weighted Assessment	Final 2021 Market Change Profile (MCP) and 2023 starting tax ratios	Municipal Property Assessment Corporation (MPAC) and municipal tax rate bylaws
PIL Weighted Assessment	2020 or 2021	Municipal FIR
Number of Households	2022	MPAC Returned Roll
Median Household Income	2021	Statistics Canada
Rural and Small Community Measure	2021	Statistics Canada
Per Cent of Population Above Low-Income Threshold	2021	Statistics Canada
Ratio of Working Age to Dependent Population	2021	Statistics Canada
Employment Rate	2016	Statistics Canada
Average Annual Change in Assessment (New Construction)	2017–2022	Online Property Tax Analysis System (OPTA)
Municipal Land Area	2021	Statistics Canada
Farm Land Area	2021	MPAC and Ontario Parcel

*Note: For municipality-specific details, refer to customized 2023 workbooks developed by the Ministry of Finance.*

## Appendix G: Definitions

Average Annual Change in Assessment (New Construction)	Measures the five-year (2017–2022) average annual change in a municipality’s assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment.
Average Indicator Score	Summarizes a municipality’s overall results on all six indicators, based on both the primary and secondary indicator average.
Employment Rate	Statistics Canada’s measure of number of employed persons, divided by persons aged 15 and over.
Farm Area Measure (FAM)	Represents the percentage of a municipality’s land area comprised of farm land.
Farm Land Area	Equal to the acres of land for properties in the farm property tax class, as of December 31 <sup>st</sup> , 2021. The acreage of properties in the farm property tax class is determined using the Ontario Parcel database.
Households	Measure of households based on the 2022 returned roll from the Municipal Property Assessment Corporation (MPAC). Includes the following classes: (1) Residential Unit (RU) – Permanent households (2) Residential Dwelling Unit (RDU) – Seasonal households such as cottages (3) Farm Residential Unit (FRU) – Farmlands on which a farm residence exists
Indicator Score	Reflects the position of a municipality’s indicator data value relative to other municipalities and has a range from -100 per cent to 100 per cent. A positive indicator score is reflective of relatively positive fiscal circumstances, while a negative score is reflective of more challenging fiscal circumstances.
Median Household Income	Statistics Canada’s measure of median income for all private households in 2020.
Municipal Land Area	Equal to the acres of land in a municipality and reflects municipal boundaries, as of January 1 <sup>st</sup> , 2021. This measure is based on the Spatial Data Infrastructure (SDI) from Statistics Canada and excludes bodies of water.

Minimum Funding Guarantee	The 2023 minimum guaranteed level of support based on 2022 OMPF allocations. In 2023, minimum funding guarantees for municipalities in southern Ontario will be at least 85 per cent of their 2022 OMPF allocation. Northern municipalities will receive at least 90 per cent of their 2022 OMPF allocation. These minimum levels of support will be enhanced, up to 100 per cent, for northern and rural municipalities in the province with more challenging fiscal circumstances.
Northern and Rural Municipal Fiscal Circumstances Index (MFCI)	The Northern and Rural MFCI measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to relatively more challenging fiscal circumstances. An MFCI of 5 corresponds to fiscal circumstances similar to the median for northern and rural municipalities.
Per Cent of Population Above Low-Income Threshold	Reflects the Statistics Canada measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households. The measure is based on after-tax income, and the low-income threshold is based on half the median adjusted household income in 2020.
Primary Indicators	The Northern and Rural MFCI is determined based on six indicators which are classified as either primary or secondary to reflect their relative importance in determining a municipality's fiscal circumstances. The primary indicators are weighted assessment per household and median household income.
Ratio of Working Age to Dependent Population	Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over).
Rural and Small Community Measure (RSCM)	RSCM represents the proportion of a municipality's population residing in rural areas and/or small communities. This approach recognizes that some municipalities include a mix of rural and non-rural areas. The measure is based on Statistics Canada data from the 2021 Census.



Secondary Indicators	The Northern and Rural MFCI is determined based on six indicators, which are classified as either primary or secondary to reflect their relative importance in determining a municipality's fiscal circumstances. The secondary indicators are average annual change in assessment (new construction), employment rate, ratio of working age to dependent population, and per cent of population above low-income threshold.
Weighted Assessment Per Household	Measures the size of the municipality's tax base. Refers to the total assessment of a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households. Subject to eligibility provisions (such as being a small, northern or rural municipality and/or a current recipient).
Workbooks	The OMPF workbooks provide customized detailed data and grant calculations to assist municipalities in understanding their allocations. The workbooks include: the <i>Ontario Municipal Partnership Fund Workbook</i> and, where applicable, the <i>Northern and Rural Municipal Fiscal Circumstances Index Workbook</i> . These customized workbooks are provided to municipal treasurers and clerk-treasurers following the announcement of annual funding allocations.





Ontario Community Infrastructure Fund (OCIF)

**Revised Allocation Notice**

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Ministry of Infrastructure

Township of Wellington North

December 2022

*Disponible en français*

**Ontario Community Infrastructure Fund (OCIF)****Revised Allocation Notice****Township of Wellington North****2023 OCIF Funding**

The amount of Funds the municipality named on this Revised Allocation Notice is eligible to receive under the Agreement in the 2023 Funding Year is as follows:

2023 formula allocation	<b>\$1,979,171</b>
2022 formula allocation	<b>\$1,903,374</b>

Previous years' OCIF allocations can be found at: [Ontario Community Infrastructure Fund recipients - Datasets - Ontario Data Catalogue](#)

**Terms and Conditions**

The provision of Funds to the Recipient are subject to the terms and conditions of the Agreement.

**OCIF Financial Reporting Requirements**

In addition to the other reporting noted in the Agreement (e.g., submission to Ministry of Municipal Affairs and Housing of the 2021 Financial Information Return, etc.), recipients are required to report on funding twice each year; providing information on how program funding is or will be used; and again at year-end on how funding was actually used.

In the spring, generally in April, prior to the start of the construction season, an **initial report** providing information on planned/proposed projects in which OCIF funding will be used/utilized should be submitted. The initial report is then later updated, to become a **final report for the year**, with actual annual expenditures and is to include a status update indicating whether each project is still in progress or completed. The final report is expected to be submitted starting the following January when interest earned amounts become available from financial institutions.

Standard reporting forms will be sent out close to each reporting timeline.

**Payments**

Subject to the submission and acceptance of all required financial reporting, the Province will make payments in accordance with the following schedule:

- Allocations of \$150,000 or less will be provided in one payment;
- Allocations greater than \$150,000 but less than \$1 million will be provided through six payments; and
- Allocations greater than \$1 million will be provided through twelve payments.



## Staff Report

**To:** Mayor and Members of Council Meeting of February 6, 2023

**From:** Matthew Aston, Director of Operations

**Subject:** Report OPS 2023-003 being a report on Council approval of the Cork Street rehabilitation project (Waterloo and Princess Streets) in advance of the formal 2023 capital budget approval

### RECOMMENDATION

**THAT** Council of the Corporation of the Township of Wellington North receive Report OPS 2023-003 being a report on Council approval of the Cork Street rehabilitation project (Waterloo and Princess Streets) in advance of the formal 2023 capital budget approval;

**AND FURTHER THAT** Council approve a budget of \$862,000, which will be included, and assumed pre-approved, within the 2023 capital budget for the reconstruction of this section of Cork Street;

**AND FURTHER THAT** Council direct staff to commence procurement of this project as soon as possible.

### PREVIOUS PERTINENT REPORTS / BY-LAWS / RESOLUTIONS

NA

### BACKGROUND

Township staff plan to put forward with the rehabilitation of Cork Street between Waterloo and Princess Streets in Mount Forest as part of the 2023 capital budget. In order to ensure the Township can begin the procurement process as soon as possible, this report requests Council's approval of this project prior to the full capital budget discussion.

Township started a design for this project in 2014 and, for the following reasons, staff are recommending that this project be funded for 2023 construction:

- Township recently completed a sidewalk on Princess Street and a sidewalk in this location would "complete the loop" (Dublin-Waterloo-Cork-Princess) for pedestrians;
- Area is local to recreation and park amenities and should have a sidewalk to promote active transportation;
- Curb and gutter will improve surface-water management in the area;

- Fire flow for this section of town was identified as a concern within the most recent water system master plan; and
- Road condition is continuing to worsen.

<b>FINANCIAL CONSIDERATIONS</b>
---------------------------------

The total capital cost of this project is estimated at \$862,000 with the following breakdown: \$507,000 roads, \$297,000 water and \$58,000 sanitary.

<b>ATTACHMENTS</b>
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NA

<b>STRATEGIC PLAN 2019 – 2022</b>
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Do the report's recommendations align with our Strategic Areas of Focus?

Yes
                 
  No
                 
  N/A

Which priority does this report support?

Modernization and Efficiency       Partnerships  
 Municipal Infrastructure               Alignment and Integration

<b>Prepared By:</b>	Matthew Aston, Director of Operations Farhad Hossain, Director of Finance	<i>Matthew Aston</i> <i>Farhad Hossain</i>
<b>Recommended By:</b>	Brooke Lambert, CAO	<i>Brooke Lambert</i>





**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of February 6, 2023

**From:** Corey Schmidt, Manager, Environmental & Development Services  
Sara McDougall, Process Compliance Analyst  
Kyle Davis, Risk Management Official

**Subject:** OPS 2023-007 being a report on the Township's 2022 Drinking Water Systems Annual and Summary Report

### RECOMMENDATION

**THAT** Council of the Corporation of the Township of Wellington North receive and approve Report OPS 2023-007 being a report on the Township's 2022 drinking water systems annual and summary report;

**AND FURTHER THAT** Council directs staff to submit the approved report to the applicable agencies and make the report available to the public.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

OPS 2022-006 Township's 2021 Drinking Water Systems Annual and Summary Report.

### BACKGROUND

The Township of Wellington North has a requirement under Ontario Regulation 170/03, a regulation made under the Safe Drinking Water Act, 2002, to complete an annual report (Section 11) and a summary report (Schedule 22) on the municipal drinking water system it operates. Both reports must be available to the public and the summary report must be submitted to the drinking water system owner.

For 2022, the Environmental Services department has consolidated these report requirements into one comprehensive report that covers the requirements of Section 11 and Schedule 22 for both municipal water systems. Section 11 is to be made available to the public by February 28<sup>th</sup> and Schedule 22 is to be approved by Council and made available to the public upon approval and no later than March 31<sup>st</sup>.

A copy of the consolidated report is attached as schedule A.

### FINANCIAL CONSIDERATIONS

None

<b>ATTACHMENTS</b>
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Schedule A – 2022 Drinking Water Systems Annual & Summary Report – dated January 30, 2023

<b>STRATEGIC PLAN 2019 – 2022</b>
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Do the report's recommendations align with our Strategic Areas of Focus?

Yes
  No
  N/A

Which priority does this report support?

Modernization and Efficiency
  Partnerships  
 Municipal Infrastructure
  Alignment and Integration

<b>Prepared By:</b>	Sara McDougall, Process Compliance Analyst	<i>Sara McDougall</i>
<b>Recommended By:</b>	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

## SCHEDULE "A"



# Annual and Summary Report

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For the Period of Jan. 1, 2022 to Dec. 31, 2022

**For Arthur and Mount Forest Drinking Water Systems**

Prepared By:

Sara McDougall, Process and Compliance Analyst  
Environmental Services Department

Revision Date: January 30, 2023

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## Introduction

### Purpose

The purpose of this report is to provide information to several stakeholders and to satisfy the regulatory requirements of the Safe Drinking Water Act (SDWA), reporting required under Ontario Regulation 170/03 (Section 11 and Schedule 22). The report is a compilation of information that helps to demonstrate the ongoing provision of safe, consistent supply of high-quality drinking water to customers located within the Township of Wellington North (Arthur and Mount Forest).

### Scope

This Annual and Summary report includes information from both Mount Forest and Arthur Drinking Water Systems for the period of January 1<sup>st</sup> to December 31<sup>st</sup>, 2022 (unless otherwise noted). The report is a collection of information that was previously found in two separate reports (Annual Report and Summary 22 Report to Council). The information is required to be reported to the following:

- the Drinking Water System Owners (Township of Wellington North Council);
- the public and customers

This report satisfies the requirements of both the Safe Drinking Water Act (SDWA) and Ontario Regulation 170/03:

-Section 11, Annual Reports which includes:

- o a brief description of the drinking water systems;
- o a list of water treatment chemicals used;
- o a summary of the most recent water tests results required under O. Reg.170/03 or an approval, Municipal Drinking Water License (MDWL) or order;
- o a summary of adverse test results and other issues reported to the Ministry including corrective action taken;
- o a description of major expenses incurred to install, repair or replace required equipment;
- o the location where this report is available for inspection/review.

And;

-Schedule 22, Summary Report which includes:

- o list the requirements of the Safe Drinking Water Act, the Regulations, Drinking Water Works Permits (DWWP), Municipal Drinking Water License (MDWL), and any orders applicable to the system that were not met at any time during the period covered by the report;
- o for each requirement that was not met, the duration of the failure and measures that were taken to correct the failure;



- a summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows; and
- a comparison of this information to the rated capacity and flow rates approved in the system's approval, DWWP and/or MDWL.

This report satisfies applicable requirements for both the Arthur and Mount Forest Drinking Water Systems.

A copy of this report is available for viewing online at [www.wellington-north.com](http://www.wellington-north.com)

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#### Notice

Please note that every reasonable effort is made to ensure the accuracy of this report. This report is published with the best available information at the time of the publication. In the events that errors or omissions occur, the online report will be updated. Please refer to the online version of the report for the most current version.

#### Systems Overview

The role of the water department is to provide customers and the community with safe, consistent supply of high-quality drinking water while meeting, exceeding, and continually improving on legal, operational, and quality management system requirements.

The Arthur and Mount Forest drinking water systems are Class II Water and Distribution Supply Subsystems, composed of groundwater wells and water distribution system. From January 1<sup>st</sup> to December 31<sup>st</sup>, 2022, certified staff of three Operators, one Lead Hand, one Manager and one Process Compliance Analyst operated and maintained the systems.

The water department received full scope reaccreditation to the Drinking Water Quality Management Standard after a successful off-site audit on July 9<sup>th</sup>, 2021 conducted by a third-party accreditation body. This full accreditation satisfies part of the requirements under the Municipal Drinking Water Licensing Program.

#### Arthur Drinking Water System

Arthur's municipal drinking water system provides water for a permanent population of approximately 2,628, comprised of approximately 1,255 residential connections and 110 Industrial/Commercial/Institutional (ICI). ICI customers are fully metered and residential units are on a flat rate system. Arthur has approximately 21 km of water main.

The Arthur water system is comprised of three drilled wells, two pump houses, two elevated storage tanks and a water distribution system. The township uses 12% sodium hypochlorite for disinfection. Sodium silicate is used for iron sequestering at Well #7 and Waterworx is used at Well #8 for manganese sequestering. Each well is equipped with one well pump, discharge piping, and disinfection equipment. Well #8 is equipped with a back-up diesel generator. The system's supply for fire protection, peak demands and emergencies, is stored within two elevated storage tanks, one with a capacity of 1137 m<sup>3</sup> and one with a capacity of 227m<sup>3</sup>.

The well pumps and associated metering pumps are started and stopped based on the water level in elevated tank number one. Once the low water level in the tank has been reached, the pump stations are called upon to supply the distribution system with the excess filling the elevated storage tanks to the normal top water level. This system is a demand/storage system. When the level drops below the lead pump start level, the lead well pump will start. If the level continues to drop, the next duty pump in sequence will start. All pumps stop at the normal top water level until the water level drops in elevated tank number one and the pumps are required again. Whenever all pumps have stopped; the pump sequence changes. Pumps removed from service are automatically skipped.

From January 1<sup>st</sup> to December 31<sup>st</sup>, 2022, a total of 361,192.61 cubic meters of water was treated and pumped to the system. The average daily water demand was 989.14 cubic meters. The highest daily use of water occurred on June 30, 2022 when 1,558.05 cubic meters of water was pumped.

### **Mount Forest Drinking Water System**

Mount Forest's municipal drinking water system provides water for a permanent population of approximately 5,040, comprised of approximately 2,215 residential connections and 241 ICI connections. ICI customers are fully metered, and residential units are on a flat rate system. Mount Forest distribution system is approximately 37 km of water main.

The Mount Forest water system is comprised of four groundwater wells, four pump houses, a standpipe, and a water distribution system. The township uses 12% sodium hypochlorite for disinfection. Each well is equipped with one well pump, discharge piping, and disinfection equipment. Well #3 is equipped with a back-up diesel generator and a booster pump. The system's supply for fire protection, peak demands and emergencies, is stored within a 2083 m<sup>3</sup> standpipe.

The well pumps and sodium hypochlorite metering pumps are started and stopped based on the standpipe water level. Once the low water level in the tank has been reached, the pump stations are called upon to supply the distribution system with the excess filling the standpipe to the normal top water level. This system is a demand/storage system. When the level drops below the lead pump start level, the lead well pump will start. If the level continues to drop, the first, second and third lag well pumps will be started, respectively. All pumps stop at the normal top water level until the water levels drops in the standpipe and the pumps are required again. Whenever all pumps have stopped; the pump sequence changes. Pumps removed from service are automatically skipped.

From January 1<sup>st</sup> to December 31<sup>st</sup>, 2022, a total of 507,788.89 cubic meters of water was treated and pumped to the system. The average daily water demand was 1,390.71 cubic meters. The highest daily use of water occurred on June 25, 2022 when 2,239.71 cubic meters of water was pumped.

### **Sampling and Testing**

The Township of Wellington North's certified operators regularly test the water within the overall system including the raw water at the well source(s), after treatment, and within the distribution system. From January 1<sup>st</sup> to December 31<sup>st</sup>, 2022, all regulatory microbiological and chemical quality samples were taken by certified operators and tests performed by accredited, licensed laboratories on water samples collected throughout the drinking water system. These tests include regulatory testing, and those results are included in this report.

Arthur and Mount Forest drinking water systems are defined as large residential systems operated under the regulatory requirements of the Safe Drinking Water Act and the Ontario Water Resources Act (accessed at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)). The Arthur Drinking Water System is operated under Municipal Drinking Water License (MDWL) 113-101 and the Drinking Water Works Permit (DWWP) 113-201. The Mount Forest Drinking Water System is operated under MDWL 113-102 and DWWP 113-202.

The MDWL and the DWWP describe system-specific requirements that are supplementary to provincial regulations and act as a license for water supply and distribution operations. These documents outline specific conditions and requirements regarding operation, maintenance and upgrades that are required by the system and are considered regulatory in nature. These documents are available by request for viewing at 160 Preston Street, Arthur.

### **Summary Report**

#### **a) Incidents of Regulatory Non-Compliance**

This section describes all incidents of non-compliance (excluding those defined as "Adverse Water Quality Incidents" (AWQI) reported in Section B of this report). AWQI's are required to be reported to the Ministry of Environment, Conservation & Parks (MECP) with respect to the following Acts and related regulations: Ontario Water Resources Act (OWRA), Safe Drinking Water Act (SDWA), the Environmental Protection Act (EPA), and Municipal Drinking Water Licenses (MDWL) and Drinking Water Works Permits (DWWP).

The most recent assessment of compliance for Arthur and Mount Forest Drinking Water Systems as determined by the MECP during the 2022 Annual Inspections resulted in a final inspection rating of 100% for each facility.

There was no non-compliance for either Arthur or Mount Forest Drinking Water Systems during the MECP inspections in 2022.

### b) Adverse Water Quality Incidents

This section describes all “Adverse Water Quality Incidents” (AWQI). This term refers to any unusual test results from treated water that does not meet a provincial water quality standard, or situation where disinfection of the water may be compromised. An adverse water quality incident indicates that on at least one occasion, a water quality standard was not met.

There were zero AWQI in Mount Forest and zero AWQI in Arthur in 2022.

### c) Summaries of Flow Rates and Water Supply Capacities

The Safe Drinking Water Act (SDWA) and the Ontario Water Resources Act (OWRA) each require that operating authority’s record and report water takings as governed by the Permits to Take Water (PTTW). The following tables list the quantities and flow rates of the water supplied during this reporting period, including monthly average and maximum daily flows, daily instantaneous peak flow rates and a comparison to the rated capacity and flow rates specified in the system approval:

**Table 1: Arthur Well #7b Flows**

**Approved Volume (m<sup>3</sup>/day): 1961**

**Approved Flow Rate (L/sec): 22.7**

	Avg Daily Volume (m <sup>3</sup> )	% of Approved Volume	Max Daily Volume (m <sup>3</sup> )	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
<b>January</b>	298.85	15.2	497.94	25.4	24.17	106.5% *
<b>February</b>	325.08	16.6	616.49	31.4	20.10	88.5
<b>March</b>	287.32	14.7	481.23	24.5	20.10	88.5
<b>April</b>	324.48	16.5	580.94	29.6	20.61	90.8
<b>May</b>	316.92	16.2	575.70	29.4	21.09	92.9
<b>June</b>	389.62	19.9	923.03	47.1	20.59	90.7
<b>July</b>	386.92	19.7	924.68	47.2	20.29	89.4
<b>August</b>	357.39	18.2	579.81	29.6	20.87	91.9
<b>September</b>	381.70	19.5	958.38	48.9	20.12	88.6
<b>October</b>	327.10	16.7	618.53	31.5	19.82	87.3
<b>November</b>	318.70	16.3	601.74	30.7	20.16	88.8
<b>December</b>	309.08	15.8	629.31	32.1	20.79	91.6

\* Flow Rate exceedance occurred on January 9<sup>th</sup>, 2022 for less than 30 seconds. Reason is unknown.

Table 2: Arthur Well #8a Flows

Approved Volume (m3/day): 2255

Approved Flow Rate (L/sec): 26.1

	Avg Daily Volume (m <sup>3</sup> )	% of Approved Volume	Max Daily Volume (m <sup>3</sup> )	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	293.33	13.0	722.96	32.1	22.09	84.6
February	298.27	13.2	591.63	26.2	22.10	84.7
March	295.75	13.1	694.62	30.8	22.33	85.6
April	287.47	12.7	528.90	23.5	22.90	87.7
May	324.62	14.4	531.12	23.6	22.58	86.5
June	356.10	15.8	626.32	27.8	22.52	86.3
July	371.28	16.5	587.84	26.1	22.04	84.4
August	364.03	16.1	674.57	29.9	21.84	83.7
September	361.38	16.0	652.15	28.9	21.78	83.4
October	344.55	15.3	492.92	21.9	21.73	83.3
November	335.28	14.9	603.50	26.8	21.60	82.8
December	331.16	14.7	535.95	23.8	21.39	82.0

Table 3: Arthur Well #8b Flows

Approved Volume (m3/day): 2255

Approved Flow Rate (L/sec): 26.1

	Avg Daily Volume (m <sup>3</sup> )	% of Approved Volume	Max Daily Volume (m <sup>3</sup> )	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	306.93	13.6	564.35	25.0	21.58	82.7
February	282.07	12.5	534.75	23.7	21.60	82.8
March	286.53	12.7	535.20	23.7	21.58	82.7
April	258.34	11.5	552.69	24.5	21.63	82.9
May	321.21	14.2	660.84	29.3	22.04	84.4
June	363.87	16.1	547.47	24.3	22.90	87.8
July	380.64	16.9	607.66	26.9	21.31	81.6
August	330.87	14.7	670.58	29.7	21.35	81.8
September	326.16	14.5	538.39	23.9	21.13	81.0
October	353.02	15.7	563.77	25.0	21.05	80.7
November	347.45	15.4	646.94	28.7	20.64	79.1
December	326.17	14.5	649.85	28.8	20.79	79.7

There was 361,192.61 m<sup>3</sup> of water processed in Arthur for 2022 (Jan. 01 to Dec. 31). This represents 1.31 % decrease compared to the same time period in 2021 and 4.21 % decrease from 2020.

**Table 4: Mount Forest Well #3 Flows****Approved Volume (m<sup>3</sup>/day): 1637****Approved Flow Rate (L/sec):22.7**

	<b>Avg Daily Volume (m<sup>3</sup>)</b>	<b>% of Approved Volume</b>	<b>Max Daily Volume (m<sup>3</sup>)</b>	<b>% of Approved Volume</b>	<b>Peak Flow Rate (L/sec)</b>	<b>% of Approved Flow Rate</b>
<b>January</b>	267.48	16.3	491.59	30.0	19.15	84.4
<b>February</b>	282.80	17.3	535.16	32.7	18.49	81.5
<b>March</b>	288.13	17.6	559.86	34.2	18.71	82.4
<b>April</b>	261.44	16.0	513.52	31.4	18.56	81.8
<b>May</b>	263.86	16.1	482.89	29.5	18.78	82.7
<b>June</b>	253.91	15.5	489.48	29.9	17.66	77.8
<b>July</b>	256.71	15.7	509.59	31.1	21.62	95.2
<b>August</b>	272.38	16.6	490.07	29.9	18.39	81.0
<b>September</b>	253.79	15.5	471.87	28.8	18.42	81.1
<b>October</b>	249.86	15.3	490.24	29.9	18.19	80.1
<b>November</b>	144.13	8.8	533.70	32.6	19.17	84.4
<b>December</b>	273.65	16.7	516.92	31.6	18.89	83.2

**Table 5: Mount Forest Well #4 Flows****Approved Volume (m<sup>3</sup>/day): 1964****Approved Flow Rate (L/sec): 22.7**

	<b>Avg Daily Volume (m<sup>3</sup>)</b>	<b>% of Approved Volume</b>	<b>Max Daily Volume (m<sup>3</sup>)</b>	<b>% of Approved Volume</b>	<b>Peak Flow Rate (L/sec)</b>	<b>% of Approved Flow Rate</b>
<b>January</b>	342.38	17.4	641.73	32.7	19.20	84.6
<b>February</b>	379.01	19.3	661.49	33.7	19.30	85.0
<b>March</b>	333.63	17.0	681.42	34.7	19.15	84.4
<b>April</b>	265.86	13.5	534.18	27.2	19.33	85.2
<b>May</b>	326.43	16.6	654.45	33.3	19.36	85.3
<b>June</b>	284.49	14.5	643.59	32.8	19.21	84.6
<b>July</b>	322.19	16.4	594.81	30.3	20.86	91.9
<b>August</b>	338.96	17.3	657.88	33.5	19.05	83.9
<b>September</b>	279.25	14.2	702.42	35.8	18.92	83.3
<b>October</b>	315.62	16.1	709.83	36.1	19.06	84.0
<b>November</b>	403.67	20.6	714.53	36.4	18.99	83.7
<b>December</b>	325.65	16.6	643.92	32.8	19.39	85.4

**Table 6: Mount Forest Well #5 Flows**Approved Volume (m<sup>3</sup>/day): 3928

Approved Flow Rate (L/sec): 45.5

	Avg Daily Volume (m <sup>3</sup> )	% of Approved Volume	Max Daily Volume (m <sup>3</sup> )	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	295.02	7.5	678.03	17.3	35.58	78.2
February	333.94	8.5	647.95	16.5	35.84	78.8
March	358.17	9.1	887.91	22.6	35.06	77.1
April	422.91	10.8	649.54	16.5	37.36	82.1
May	398.36	10.1	688.17	17.5	35.22	77.4
June	534.27	13.6	1160.42	29.5	35.56	78.2
July	571.82	14.6	1332.29	33.9	38.37	84.3
August	473.93	12.1	967.80	24.6	35.29	77.6
September	343.29	8.7	674.99	17.2	35.28	77.5
October	375.97	9.6	735.33	18.7	35.45	77.9
November	407.51	10.4	773.39	19.7	36.01	79.1
December	399.13	10.2	798.05	20.3	35.58	78.2

**Table 7: Mount Forest Well #6 Flows**Approved Volume (m<sup>3</sup>/day): 3928

Approved Flow Rate (L/sec): 45.5

	Avg Daily Volume (m <sup>3</sup> )	% of Approved Volume	Max Daily Volume (m <sup>3</sup> )	% of Approved Volume	Peak Flow Rate (L/sec)	% of Approved Flow Rate
January	454.24	11.6	826.78	21.0	33.26	73.1
February	338.41	8.6	800.84	20.4	32.37	71.1
March	363.02	9.2	916.55	23.3	31.43	69.1
April	372.95	9.5	711.41	18.1	34.20	75.2
May	404.64	10.3	958.38	24.4	33.10	72.7
June	537.74	13.7	887.80	22.6	31.03	68.2
July	469.72	12.0	929.78	23.7	38.43	84.5
August	407.78	10.4	1162.58	29.6	30.27	66.5
September	467.33	11.9	833.64	21.2	29.39	64.6
October	374.07	9.5	615.60	15.7	46.25	101.6 % *
November	321.28	8.2	573.17	14.6	37.41	82.2
December	277.77	7.1	758.36	19.3	34.92	76.7

\* Flow Rate exceedance occurred on October 26<sup>th</sup>, 2022 during Annual Emergency Power Test using the Tractor PTO. Operators were onsite monitoring at this time.



There was 507,788.89 m<sup>3</sup> of water processed in Mount Forest for 2022 (Jan. 01 to Dec. 31). This represents 2.86 % decrease compared to the same time period in 2021 and 0.76 % increase from 2020.

#### d) Raw and Treated Water Quality

This section describes the water quality monitoring, both regulatory and operational, that has been completed in 2022.

#### Water Quality Review

Under the SDWA, municipalities are required to monitor both the raw and treated quality of the source water supplied. This monitoring is performed for both regulatory compliance and due diligence and is expected to identify any changes within the treated water as well as in raw source waters.

**Table 8: O. Regulation 170/03 Schedule 7-2, Distribution Manual Free Chlorine Residual Summary**

Parameter	ODWQS	Total Analyzed	Total Outside ODWQS Criteria	Range	Units
Arthur Free Chlorine Residual	0.05 - 4.0	365	0	0.78 to 1.85	mg/L
Mount Forest Free Chlorine Residual	0.05 - 4.0	365	0	0.67 to 1.97	mg/L

**Table 9: O. Regulation 170/03 Schedule 10-4- Raw Bacteriological Sampling Summary**

Parameter	ODWQS	Total Analyzed	Total Outside ODWQS Criteria	Range	Units
Arthur Raw - T.coli	n/a	156	n/a	0	cfu/100mL
Arthur Raw - E.coli	n/a	156	n/a	0	cfu/100mL
Mount Forest Raw - T.coli	n/a	207	n/a	0	cfu/100mL
Mount Forest Raw - E.coli	n/a	207	n/a	0	cfu/100mL

**Table 10: O. Regulation 170/03 Schedule 10-3, Treated Bacteriological Sampling Summary**

Parameter	ODWQS	Total Analyzed	Total Outside ODWQS Criteria	Range	Units
Arthur Treated - T.coli	0	104	0	0	cfu/100mL
Arthur Treated - E.coli	0	104	0	0	cfu/100mL
Mount Forest Treated - T.coli	0	207	0	0	cfu/100mL
Mount Forest Treated - E.coli	0	207	0	0	cfu/100mL

**Table 11: O. Regulation 170/03 Schedule 10-2, Distribution Samples Summary**

Parameter	ODWQS	Total Analyzed	Total Outside ODWQS Criteria	Range	Units
Arthur Distribution - T.coli	0	156	0	0	cfu/100mL
Arthur Distribution - E.coli	0	156	0	0	cfu/100mL
Arthur Distribution - HPC	n/a	156	n/a	<10 – 100	cfu/mL
Mount Forest Distribution - T.coli	0	208	0	0	cfu/100mL
Mount Forest Distribution - E.coli	0	208	0	0	cfu/100mL
Mount Forest Distribution - HPC	n/a	208	n/a	<10 – 1100	cfu/mL

\* Note: On August 29, 2022 two Arthur Distribution samples were contaminated during the lab process therefore no results could be provided for TC & EC (NDCS – No Data: Contamination Suspected). The following week on September 6, 2022 the same sample locations results were zero.

\* Note: On September 6, 2022 an Arthur Distribution sample resulted in an HPC of NDOGHP (No Data: Overgrown with HPC). The following week on September 12, 2022 the same sample location result was zero.

#### **Treated Water Quality- O. Regulation 170/03 Schedule 13-6, 13-6.1 and 13-7, “Three Month” Sampling Results Summary**

In 2022, all operational Treated sources were sampled and analyzed for Schedule 13-6, 13-6.1 and 13-7 parameters as per O.Reg. 170-03.

Regulation 170/03, Schedule 13-6 requires a minimum of one distribution sample taken from the Distribution System where THM's (trihalomethanes) are most likely to develop (locations with high retention times). The Maximum Allowable Concentration (MAC) for THM's is 100 ug/L. However, for this parameter the MAC uses a running annual average of quarterly samples.

The results of the running average value for THM's for all related Distribution System samples in 2022 are below the ½ MAC (half of the maximum allowable concentration). Mount Forest had an annual running average of 16.25 ug/L of Total THM's and Arthur had an annual running average of 17.65 ug/L of Total THM's.

Regulation 170/03, Schedule 13-6.1 requires a minimum of one distribution sample taken from the Distribution System where HAA's (haloacetic acids) are most likely to develop. On January 1, 2020, the Maximum Allowable Concentration (MAC) for HAA's of 80 ug/L came into effect. For this parameter, the MAC uses a running annual average of quarterly samples.

The results of HAA's for all related Distribution System samples in 2022 are below the ½ MAC (half of the maximum allowable concentration). Mount Forest had an annual running average of <5.3 ug/L of HAA's and Arthur had an annual running average of <5.3 ug/L of HAA's.

All operational Treated Sources were sampled and analyzed for Nitrates and Nitrites as per Regulation 170/03, Schedule 13-7. There was no instance of any adverse results in 2022.

**Table 12: O. Regulation 170/03 Schedule 13-7, Nitrite and Nitrate Sampling Results Summary**

Arthur	Date	ODWQS MAC	Well #7b	Well #8a/b
<b>Nitrite (mg/L)</b>	Feb 2022	1	0.003<MDL	0.003<MDL
	May 2022	1	0.003<MDL	0.003<MDL
	Aug 2022	1	0.003<MDL	0.003<MDL
	Nov 2022	1	0.003<MDL	0.003<MDL
<b>Nitrate (mg/L)</b>	Feb 2022	10	0.006	0.006<MDL
	May 2022	10	0.008	0.006<MDL
	Aug 2022	10	0.010	0.006<MDL
	Nov 2022	10	0.006<MDL	0.006<MDL

\*MDL- method detection limit

Mount Forest	Date	ODWQS MAC	Well #3	Well #4	Well #5	Well #6
<b>Nitrite (mg/L)</b>	Feb 2022	1	0.003<MDL	0.003<MDL	0.003<MDL	0.003<MDL
	May 2022	1	0.003<MDL	0.003<MDL	0.003<MDL	0.003<MDL
	Aug 2022	1	0.003	0.003<MDL	0.003<MDL	0.003<MDL
	Nov 2022	1	0.003<MDL	0.003<MDL	0.003<MDL	0.003<MDL
<b>Nitrate (mg/L)</b>	Feb 2022	10	0.076	0.006<MDL	1.92	0.006<MDL
	May 2022	10	0.087	0.006<MDL	2.12	0.006<MDL
	Aug 2022	10	0.079	0.006<MDL	2.32	0.006<MDL
	Nov 2022	10	0.073	0.006<MDL	2.17	0.006<MDL

\*MDL- method detection limit

**Treated Water Quality Statistics- O. Regulation 170/03 Schedule 23 Results Summary**

If sampling for a particular schedule's parameters (e.g., Schedule 23 or 24) did not occur within the calendar year of the report, then the most recent values are required to be included in the report for reference.

**Table 13: O. Regulation 170/03 Schedule 23 Results Arthur Well #7b**

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
<b>Antimony</b>	Aug. 23/21	0.9<MDL	<b>6</b>	ug/L	No
<b>Arsenic</b>	Aug. 23/21	3	<b>10</b>	ug/L	No
<b>Barium</b>	Aug. 23/21	56.4	<b>1000</b>	ug/L	No
<b>Boron</b>	Aug. 23/21	84	<b>5000</b>	ug/L	No
<b>Cadmium</b>	Aug. 23/21	0.006	<b>5</b>	ug/L	No
<b>Chromium</b>	Aug. 23/21	0.18	<b>50</b>	ug/L	No
<b>Mercury</b>	Aug. 23/21	0.01<MDL	<b>1</b>	ug/L	No
<b>Selenium</b>	Aug. 23/21	0.04<MDL	<b>50</b>	ug/L	No
<b>Uranium</b>	Aug. 23/21	0.229	<b>20</b>	ug/L	No

**Table 14: O. Regulation 170/03 Schedule 23 Results Arthur Well #8**

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
<b>Antimony</b>	Aug. 23/21	0.9<MDL	<b>6</b>	ug/L	No
<b>Arsenic</b>	Aug. 23/21	0.2<MDL	<b>10</b>	ug/L	No
<b>Barium</b>	Aug. 23/21	59.2	<b>1000</b>	ug/L	No
<b>Boron</b>	Aug. 23/21	60	<b>5000</b>	ug/L	No
<b>Cadmium</b>	Aug. 23/21	0.004	<b>5</b>	ug/L	No
<b>Chromium</b>	Aug. 23/21	0.25	<b>50</b>	ug/L	No
<b>Mercury</b>	Aug. 23/21	0.01<MDL	<b>1</b>	ug/L	No
<b>Selenium</b>	Aug. 23/21	0.04<MDL	<b>50</b>	ug/L	No
<b>Uranium</b>	Aug. 23/21	0.43	<b>20</b>	ug/L	No

Table 15: O. Regulation 170/03 Schedule 23 Results Mount Forest Well #3

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Antimony	Jan. 24/22	0.6<MDL	6	ug/L	No
Arsenic	Jan. 24/22	1.6	10	ug/L	No
Barium	Jan. 24/22	139	1000	ug/L	No
Boron	Jan. 24/22	41	5000	ug/L	No
Cadmium	Jan. 24/22	0.004	5	ug/L	No
Chromium	Jan. 24/22	0.18	50	ug/L	No
Mercury	Jan. 24/22	0.01<MDL	1	ug/L	No
Selenium	Jan. 24/22	0.05	50	ug/L	No
Uranium	Jan. 24/22	0.32	20	ug/L	No

Table 16: O. Regulation 170/03 Schedule 23 Results Mount Forest Well #4

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Antimony	Jan. 24/22	0.6<MDL	6	ug/L	No
Arsenic	Jan. 24/22	1.0	10	ug/L	No
Barium	Jan. 24/22	221	1000	ug/L	No
Boron	Jan. 24/22	40	5000	ug/L	No
Cadmium	Jan. 24/22	0.009	5	ug/L	No
Chromium	Jan. 24/22	0.24	50	ug/L	No
Mercury	Jan. 24/22	0.01<MDL	1	ug/L	No
Selenium	Jan. 24/22	0.04<MDL	50	ug/L	No
Uranium	Jan. 24/22	0.166	20	ug/L	No

Table 17: O. Regulation 170/03 Schedule 23 Results Mount Forest Well #5

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Antimony	Jan. 24/22	0.6<MDL	6	ug/L	No
Arsenic	Jan. 24/22	0.2 <MDL	10	ug/L	No
Barium	Jan. 24/22	169	1000	ug/L	No
Boron	Jan. 24/22	37	5000	ug/L	No
Cadmium	Jan. 24/22	0.1	5	ug/L	No
Chromium	Jan. 24/22	0.26	50	ug/L	No
Mercury	Jan. 24/22	0.01 <MDL	1	ug/L	No
Selenium	Jan. 24/22	0.61	50	ug/L	No
Uranium	Jan. 24/22	0.727	20	ug/L	No

Table 18: O. Regulation 170/03 Schedule 23 Results Mount Forest Well #6

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Antimony	Jan. 24/22	0.6<MDL	6	ug/L	No
Arsenic	Jan. 24/22	1.6	10	ug/L	No
Barium	Jan. 24/22	174	1000	ug/L	No
Boron	Jan. 24/22	32	5000	ug/L	No
Cadmium	Jan. 24/22	0.003<MDL	5	ug/L	No
Chromium	Jan. 24/22	0.12	50	ug/L	No
Mercury	Jan. 24/22	0.01<MDL	1	ug/L	No
Selenium	Jan. 24/22	0.04<MDL	50	ug/L	No
Uranium	Jan. 24/22	0.226	20	ug/L	No

#### Treated Water Quality Statistics- O. Regulation 170/03 Schedule 24 Results Summary

If sampling for a particular schedule's parameters (e.g., Schedule 23 or 24) did not occur within the calendar year of the report, then the most recent values are required to be included in the report for reference.

Table 19: O. Regulation 170/03 Schedule 24 Results for Arthur Well #7b

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Alachlor	Aug. 23/21	0.02<MDL	5	ug/L	No
Atrazine + N-dealkylated metabolites	Aug. 23/21	0.01<MDL	5	ug/L	No
Azinphos-methyl	Aug. 23/21	0.05<MDL	20	ug/L	No
Benzene	Aug. 23/21	0.32<MDL	1	ug/L	No
Benzo(a)pyrene	Aug. 23/21	0.004<MDL	0.01	ug/L	No
Bromoxynil	Aug. 23/21	0.33<MDL	5	ug/L	No
Carbaryl	Aug. 23/21	0.05<MDL	90	ug/L	No
Carbofuran	Aug. 23/21	0.01<MDL	90	ug/L	No
Carbon Tetrachloride	Aug. 23/21	0.17<MDL	2	ug/L	No
Chlorpyrifos	Aug. 23/21	0.02<MDL	90	ug/L	No
Diazinon	Aug. 23/21	0.02<MDL	20	ug/L	No
Dicamba	Aug. 23/21	0.20<MDL	120	ug/L	No
1,2-Dichlorobenzene	Aug. 23/21	0.41<MDL	200	ug/L	No
1,4-Dichlorobenzene	Aug. 23/21	0.36<MDL	5	ug/L	No
1,2-Dichloroethane	Aug. 23/21	0.35<MDL	5	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	Aug. 23/21	0.33<MDL	14	ug/L	No
Dichloromethane	Aug. 23/21	0.35<MDL	50	ug/L	No

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
2-4 Dichlorophenol	Aug. 23/21	0.15<MDL	900	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Aug. 23/21	0.19<MDL	100	ug/L	No
Diclofop-methyl	Aug. 23/21	0.40<MDL	9	ug/L	No
Dimethoate	Aug. 23/21	0.06<MDL	20	ug/L	No
Diquat	Aug. 23/21	1.0<MDL	70	ug/L	No
Diuron	Aug. 23/21	0.03<MDL	150	ug/L	No
Glyphosate	Aug. 23/21	1.0<MDL	280	ug/L	No
Malathion	Aug. 23/21	0.02<MDL	190	ug/L	No
MCPA	Aug. 23/21	0.00012<MDL	0.1	mg/L	No
Metolachlor	Aug. 23/21	0.01<MDL	50	ug/L	No
Metribuzin	Aug. 23/21	0.02<MDL	80	ug/L	No
Monochlorobenzene	Aug. 23/21	0.3<MDL	80	ug/L	No
Paraquat	Aug. 23/21	1.0<MDL	10	ug/L	No
Pentachlorophenol	Aug. 23/21	0.15<MDL	60	ug/L	No
Phorate	Aug. 23/21	0.01<MDL	2	ug/L	No
Picloram	Aug. 23/21	1.0<MDL	190	ug/L	No
Polychlorinated Biphenyls(PCB)	Aug. 23/21	0.04<MDL	3	ug/L	No
Prometryne	Aug. 23/21	0.03<MDL	1	ug/L	No
Simazine	Aug. 23/21	0.01<MDL	10	ug/L	No
Terbufos	Aug. 23/21	0.01<MDL	1	ug/L	No
Tetrachloroethylene	Aug. 23/21	0.35<MDL	10	ug/L	No
2,3,4,6-Tetrachlorophenol	Aug. 23/21	0.20<MDL	100	ug/L	No
Triallate	Aug. 23/21	0.01<MDL	230	ug/L	No
Trichloroethylene	Aug. 23/21	0.44<MDL	5	ug/L	No
2,4,6-Trichlorophenol	Aug. 23/21	0.25<MDL	5	ug/L	No
Trifluralin	Aug. 23/21	0.02<MDL	45	ug/L	No
Vinyl Chloride	Aug. 23/21	0.17<MDL	1	ug/L	No



Table 20: O. Regulation 170/03 Schedule 24 Results for Arthur Well #8

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Alachlor	Aug. 23/21	0.02<MDL	5	ug/L	No
Atrazine + N-dealkylated metabolites	Aug. 23/21	0.01<MDL	5	ug/L	No
Azinphos-methyl	Aug. 23/21	0.05<MDL	20	ug/L	No
Benzene	Aug. 23/21	0.32<MDL	1	ug/L	No
Benzo(a)pyrene	Aug. 23/21	0.004<MDL	0.01	ug/L	No
Bromoxynil	Aug. 23/21	0.33<MDL	5	ug/L	No
Carbaryl	Aug. 23/21	0.05<MDL	90	ug/L	No
Carbofuran	Aug. 23/21	0.01<MDL	90	ug/L	No
Carbon Tetrachloride	Aug. 23/21	0.17<MDL	2	ug/L	No
Chlorpyrifos	Aug. 23/21	0.02<MDL	90	ug/L	No
Diazinon	Aug. 23/21	0.02<MDL	20	ug/L	No
Dicamba	Aug. 23/21	0.20<MDL	120	ug/L	No
1,2-Dichlorobenzene	Aug. 23/21	0.41<MDL	200	ug/L	No
1,4-Dichlorobenzene	Aug. 23/21	0.36<MDL	5	ug/L	No
1,2-Dichloroethane	Aug. 23/21	0.35<MDL	5	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	Aug. 23/21	0.33<MDL	14	ug/L	No
Dichloromethane	Aug. 23/21	0.35<MDL	50	ug/L	No
2-4 Dichlorophenol	Aug. 23/21	0.15<MDL	900	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Aug. 23/21	0.19<MDL	100	ug/L	No
Diclofop-methyl	Aug. 23/21	0.40<MDL	9	ug/L	No
Dimethoate	Aug. 23/21	0.06<MDL	20	ug/L	No
Diquat	Aug. 23/21	1.0<MDL	70	ug/L	No
Diuron	Aug. 23/21	0.03<MDL	150	ug/L	No
Glyphosate	Aug. 23/21	1.0<MDL	280	ug/L	No
Malathion	Aug. 23/21	0.02<MDL	190	ug/L	No
MCPA	Aug. 23/21	0.00012<MDL	0.1	mg/L	No
Metolachlor	Aug. 23/21	0.01<MDL	50	ug/L	No
Metribuzin	Aug. 23/21	0.02<MDL	80	ug/L	No
Monochlorobenzene	Aug. 23/21	0.3<MDL	80	ug/L	No
Paraquat	Aug. 23/21	1.0<MDL	10	ug/L	No
Pentachlorophenol	Aug. 23/21	0.15<MDL	60	ug/L	No
Phorate	Aug. 23/21	0.01<MDL	2	ug/L	No
Picloram	Aug. 23/21	1.0<MDL	190	ug/L	No
Polychlorinated Biphenyls(PCB)	Aug. 23/21	0.04<MDL	3	ug/L	No
Prometryne	Aug. 23/21	0.03<MDL	1	ug/L	No
Simazine	Aug. 23/21	0.01<MDL	10	ug/L	No
Terbufos	Aug. 23/21	0.01<MDL	1	ug/L	No
Tetrachloroethylene	Aug. 23/21	0.35<MDL	10	ug/L	No

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
<b>2,3,4,6-Tetrachlorophenol</b>	Aug. 23/21	0.20<MDL	<b>100</b>	ug/L	No
<b>Triallate</b>	Aug. 23/21	0.01<MDL	<b>230</b>	ug/L	No
<b>Trichloroethylene</b>	Aug. 23/21	0.44<MDL	<b>5</b>	ug/L	No
<b>2,4,6-Trichlorophenol</b>	Aug. 23/21	0.25<MDL	<b>5</b>	ug/L	No
<b>Trifluralin</b>	Aug. 23/21	0.02<MDL	<b>45</b>	ug/L	No
<b>Vinyl Chloride</b>	Aug. 23/21	0.17<MDL	<b>1</b>	ug/L	No

Table 21: O. Regulation 170/03 Schedule 24 Results for Mount Forest Well #3

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
<b>Alachlor</b>	Jan. 24/22	0.02<MDL	<b>5</b>	ug/L	No
<b>Atrazine + N-dealkylated metabolites</b>	Jan. 24/22	0.01<MDL	<b>5</b>	ug/L	No
<b>Azinphos-methyl</b>	Jan. 24/22	0.05<MDL	<b>20</b>	ug/L	No
<b>Benzene</b>	Jan. 24/22	0.32<MDL	<b>1</b>	ug/L	No
<b>Benzo(a)pyrene</b>	Jan. 24/22	0.004<MDL	<b>0.01</b>	ug/L	No
<b>Bromoxynil</b>	Jan. 24/22	0.33<MDL	<b>5</b>	ug/L	No
<b>Carbaryl</b>	Jan. 24/22	0.05<MDL	<b>90</b>	ug/L	No
<b>Carbofuran</b>	Jan. 24/22	0.01<MDL	<b>90</b>	ug/L	No
<b>Carbon Tetrachloride</b>	Jan. 24/22	0.17<MDL	<b>2</b>	ug/L	No
<b>Chlorpyrifos</b>	Jan. 24/22	0.02<MDL	<b>90</b>	ug/L	No
<b>Diazinon</b>	Jan. 24/22	0.02<MDL	<b>20</b>	ug/L	No
<b>Dicamba</b>	Jan. 24/22	0.20<MDL	<b>120</b>	ug/L	No
<b>1,2-Dichlorobenzene</b>	Jan. 24/22	0.41<MDL	<b>200</b>	ug/L	No
<b>1,4-Dichlorobenzene</b>	Jan. 24/22	0.36<MDL	<b>5</b>	ug/L	No
<b>1,2-Dichloroethane</b>	Jan. 24/22	0.35<MDL	<b>5</b>	ug/L	No
<b>1,1-Dichloroethylene (vinylidene chloride)</b>	Jan. 24/22	0.33<MDL	<b>14</b>	ug/L	No
<b>Dichloromethane</b>	Jan. 24/22	0.35<MDL	<b>50</b>	ug/L	No
<b>2-4 Dichlorophenol</b>	Jan. 24/22	0.15<MDL	<b>900</b>	ug/L	No
<b>2,4-Dichlorophenoxy acetic acid (2,4-D)</b>	Jan. 24/22	0.19<MDL	<b>100</b>	ug/L	No
<b>Diclofop-methyl</b>	Jan. 24/22	0.40<MDL	<b>9</b>	ug/L	No
<b>Dimethoate</b>	Jan. 24/22	0.06<MDL	<b>20</b>	ug/L	No
<b>Diquat</b>	Jan. 24/22	1.0<MDL	<b>70</b>	ug/L	No
<b>Diuron</b>	Jan. 24/22	0.03<MDL	<b>150</b>	ug/L	No
<b>Glyphosate</b>	Jan. 24/22	1<MDL	<b>280</b>	ug/L	No
<b>Malathion</b>	Jan. 24/22	0.02<MDL	<b>190</b>	ug/L	No
<b>MCPA</b>	Jan. 24/22	0.00012<MDL	<b>0.1</b>	mg/L	No
<b>Metolachlor</b>	Jan. 24/22	0.01<MDL	<b>50</b>	ug/L	No
<b>Metribuzin</b>	Jan. 24/22	0.02<MDL	<b>80</b>	ug/L	No
<b>Monochlorobenzene</b>	Jan. 24/22	0.3<MDL	<b>80</b>	ug/L	No
<b>Paraquat</b>	Jan. 24/22	1<MDL	<b>10</b>	ug/L	No

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Pentachlorophenol	Jan. 24/22	0.15<MDL	60	ug/L	No
Phorate	Jan. 24/22	0.01<MDL	2	ug/L	No
Picloram	Jan. 24/22	1<MDL	190	ug/L	No
Polychlorinated Biphenyls(PCB)	Jan. 24/22	0.04<MDL	3	ug/L	No
Prometryne	Jan. 24/22	0.03<MDL	1	ug/L	No
Simazine	Jan. 24/22	0.01<MDL	10	ug/L	No
Terbufos	Jan. 24/22	0.01<MDL	1	ug/L	No
Tetrachloroethylene	Jan. 24/22	0.35<MDL	10	ug/L	No
2,3,4,6-Tetrachlorophenol	Jan. 24/22	0.20<MDL	100	ug/L	No
Triallate	Jan. 24/22	0.01<MDL	230	ug/L	No
Trichloroethylene	Jan. 24/22	0.44<MDL	5	ug/L	No
2,4,6-Trichlorophenol	Jan. 24/22	0.25<MDL	5	ug/L	No
Trifluralin	Jan. 24/22	0.02<MDL	45	ug/L	No
Vinyl Chloride	Jan. 24/22	0.17<MDL	1	ug/L	No

Table 22: O. Regulation 170/03 Schedule 24 Results for Mount Forest Well #4

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Alachlor	Jan. 24/22	0.02<MDL	5	ug/L	No
Atrazine + N-dealkylated metabolites	Jan. 24/22	0.01<MDL	5	ug/L	No
Azinphos-methyl	Jan. 24/22	0.05<MDL	20	ug/L	No
Benzene	Jan. 24/22	0.32<MDL	1	ug/L	No
Benzo(a)pyrene	Jan. 24/22	0.004<MDL	0.01	ug/L	No
Bromoxynil	Jan. 24/22	0.33<MDL	5	ug/L	No
Carbaryl	Jan. 24/22	0.05<MDL	90	ug/L	No
Carbofuran	Jan. 24/22	0.01<MDL	90	ug/L	No
Carbon Tetrachloride	Jan. 24/22	0.17<MDL	2	ug/L	No
Chlorpyrifos	Jan. 24/22	0.02<MDL	90	ug/L	No
Diazinon	Jan. 24/22	0.02<MDL	20	ug/L	No
Dicamba	Jan. 24/22	0.20<MDL	120	ug/L	No
1,2-Dichlorobenzene	Jan. 24/22	0.41<MDL	200	ug/L	No
1,4-Dichlorobenzene	Jan. 24/22	0.36<MDL	5	ug/L	No
1,2-Dichloroethane	Jan. 24/22	0.35<MDL	5	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	Jan. 24/22	0.33<MDL	14	ug/L	No
Dichloromethane	Jan. 24/22	0.35<MDL	50	ug/L	No
2-4 Dichlorophenol	Jan. 24/22	0.15<MDL	900	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 24/22	0.19<MDL	100	ug/L	No
Diclofop-methyl	Jan. 24/22	0.40<MDL	9	ug/L	No
Dimethoate	Jan. 24/22	0.06<MDL	20	ug/L	No

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Diquat	Jan. 24/22	1.0<MDL	70	ug/L	No
Diuron	Jan. 24/22	0.03<MDL	150	ug/L	No
Glyphosate	Jan. 24/22	1<MDL	280	ug/L	No
Malathion	Jan. 24/22	0.02<MDL	190	ug/L	No
MCPA	Jan. 24/22	0.00012<MDL	0.1	mg/L	No
Metolachlor	Jan. 24/22	0.01<MDL	50	ug/L	No
Metribuzin	Jan. 24/22	0.02<MDL	80	ug/L	No
Monochlorobenzene	Jan. 24/22	0.3<MDL	80	ug/L	No
Paraquat	Jan. 24/22	1<MDL	10	ug/L	No
Pentachlorophenol	Jan. 24/22	0.15<MDL	60	ug/L	No
Phorate	Jan. 24/22	0.01<MDL	2	ug/L	No
Picloram	Jan. 24/22	1<MDL	190	ug/L	No
Polychlorinated Biphenyls(PCB)	Jan. 24/22	0.04<MDL	3	ug/L	No
Prometryne	Jan. 24/22	0.03<MDL	1	ug/L	No
Simazine	Jan. 24/22	0.01<MDL	10	ug/L	No
Terbufos	Jan. 24/22	0.01<MDL	1	ug/L	No
Tetrachloroethylene	Jan. 24/22	0.35<MDL	10	ug/L	No
2,3,4,6-Tetrachlorophenol	Jan. 24/22	0.20<MDL	100	ug/L	No
Triallate	Jan. 24/22	0.01<MDL	230	ug/L	No
Trichloroethylene	Jan. 24/22	0.44<MDL	5	ug/L	No
2,4,6-Trichlorophenol	Jan. 24/22	0.25<MDL	5	ug/L	No
Trifluralin	Jan. 24/22	0.02<MDL	45	ug/L	No
Vinyl Chloride	Jan. 24/22	0.17<MDL	1	ug/L	No

Table 23: O. Regulation 170/03 Schedule 24 Results for Mount Forest Well #5

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Alachlor	Jan. 24/22	0.02<MDL	5	ug/L	No
Atrazine + N-dealkylated metabolites	Jan. 24/22	0.01<MDL	5	ug/L	No
Azinphos-methyl	Jan. 24/22	0.05<MDL	20	ug/L	No
Benzene	Jan. 24/22	0.32<MDL	1	ug/L	No
Benzo(a)pyrene	Jan. 24/22	0.004<MDL	0.01	ug/L	No
Bromoxynil	Jan. 24/22	0.33<MDL	5	ug/L	No
Carbaryl	Jan. 24/22	0.05<MDL	90	ug/L	No
Carbofuran	Jan. 24/22	0.01<MDL	90	ug/L	No
Carbon Tetrachloride	Jan. 24/22	0.17<MDL	2	ug/L	No
Chlorpyrifos	Jan. 24/22	0.02<MDL	90	ug/L	No
Diazinon	Jan. 24/22	0.02<MDL	20	ug/L	No
Dicamba	Jan. 24/22	0.20<MDL	120	ug/L	No
1,2-Dichlorobenzene	Jan. 24/22	0.41<MDL	200	ug/L	No
1,4-Dichlorobenzene	Jan. 24/22	0.36<MDL	5	ug/L	No
1,2-Dichloroethane	Jan. 24/22	0.35<MDL	5	ug/L	No

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
1,1-Dichloroethylene (vinylidene chloride)	Jan. 24/22	0.33<MDL	14	ug/L	No
Dichloromethane	Jan. 24/22	0.35<MDL	50	ug/L	No
2-4 Dichlorophenol	Jan. 24/22	0.15<MDL	900	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 24/22	0.19<MDL	100	ug/L	No
Diclofop-methyl	Jan. 24/22	0.40<MDL	9	ug/L	No
Dimethoate	Jan. 24/22	0.06<MDL	20	ug/L	No
Diquat	Jan. 24/22	1.0<MDL	70	ug/L	No
Diuron	Jan. 24/22	0.03<MDL	150	ug/L	No
Glyphosate	Jan. 24/22	1<MDL	280	ug/L	No
Malathion	Jan. 24/22	0.02<MDL	190	ug/L	No
MCPA	Jan. 24/22	0.00012<MDL	0.1	mg/L	No
Metolachlor	Jan. 24/22	0.01<MDL	50	ug/L	No
Metribuzin	Jan. 24/22	0.02<MDL	80	ug/L	No
Monochlorobenzene	Jan. 24/22	0.3<MDL	80	ug/L	No
Paraquat	Jan. 24/22	1<MDL	10	ug/L	No
Pentachlorophenol	Jan. 24/22	0.15<MDL	60	ug/L	No
Phorate	Jan. 24/22	0.01<MDL	2	ug/L	No
Picloram	Jan. 24/22	1<MDL	190	ug/L	No
Polychlorinated Biphenyls(PCB)	Jan. 24/22	0.04<MDL	3	ug/L	No
Prometryne	Jan. 24/22	0.03<MDL	1	ug/L	No
Simazine	Jan. 24/22	0.01<MDL	10	ug/L	No
Terbufos	Jan. 24/22	0.01<MDL	1	ug/L	No
Tetrachloroethylene	Jan. 24/22	0.63	10	ug/L	No
2,3,4,6-Tetrachlorophenol	Jan. 24/22	0.20<MDL	100	ug/L	No
Triallate	Jan. 24/22	0.01<MDL	230	ug/L	No
Trichloroethylene	Jan. 24/22	0.44<MDL	5	ug/L	No
2,4,6-Trichlorophenol	Jan. 24/22	0.25<MDL	5	ug/L	No
Trifluralin	Jan. 24/22	0.02<MDL	45	ug/L	No
Vinyl Chloride	Jan. 24/22	0.17<MDL	1	ug/L	No

Table 24: O. Regulation 170/03 Schedule 24 Results for Mount Forest Well #6

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Alachlor	Jan. 24/22	0.02<MDL	5	ug/L	No
Atrazine + N-dealkylated metabolites	Jan. 24/22	0.01<MDL	5	ug/L	No
Azinphos-methyl	Jan. 24/22	0.05<MDL	20	ug/L	No
Benzene	Jan. 24/22	0.32<MDL	1	ug/L	No
Benzo(a)pyrene	Jan. 24/22	0.004<MDL	0.01	ug/L	No
Bromoxynil	Jan. 24/22	0.33<MDL	5	ug/L	No
Carbaryl	Jan. 24/22	0.05<MDL	90	ug/L	No

Parameter	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Carbofuran	Jan. 24/22	0.01<MDL	90	ug/L	No
Carbon Tetrachloride	Jan. 24/22	0.17<MDL	2	ug/L	No
Chlorpyrifos	Jan. 24/22	0.02<MDL	90	ug/L	No
Diazinon	Jan. 24/22	0.02<MDL	20	ug/L	No
Dicamba	Jan. 24/22	0.20<MDL	120	ug/L	No
1,2-Dichlorobenzene	Jan. 24/22	0.41<MDL	200	ug/L	No
1,4-Dichlorobenzene	Jan. 24/22	0.36<MDL	5	ug/L	No
1,2-Dichloroethane	Jan. 24/22	0.35<MDL	5	ug/L	No
1,1-Dichloroethylene (vinylidene chloride)	Jan. 24/22	0.33<MDL	14	ug/L	No
Dichloromethane	Jan. 24/22	0.35<MDL	50	ug/L	No
2-4 Dichlorophenol	Jan. 24/22	0.15<MDL	900	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 24/22	0.19<MDL	100	ug/L	No
Diclofop-methyl	Jan. 24/22	0.40<MDL	9	ug/L	No
Dimethoate	Jan. 24/22	0.06<MDL	20	ug/L	No
Diquat	Jan. 24/22	1.0<MDL	70	ug/L	No
Diuron	Jan. 24/22	0.03<MDL	150	ug/L	No
Glyphosate	Jan. 24/22	1<MDL	280	ug/L	No
Malathion	Jan. 24/22	0.02<MDL	190	ug/L	No
MCPA	Jan. 24/22	0.00012<MDL	0.1	mg/L	No
Metolachlor	Jan. 24/22	0.01<MDL	50	ug/L	No
Metribuzin	Jan. 24/22	0.02<MDL	80	ug/L	No
Monochlorobenzene	Jan. 24/22	0.3<MDL	80	ug/L	No
Paraquat	Jan. 24/22	1<MDL	10	ug/L	No
Pentachlorophenol	Jan. 24/22	0.15<MDL	60	ug/L	No
Phorate	Jan. 24/22	0.01<MDL	2	ug/L	No
Picloram	Jan. 24/22	1<MDL	190	ug/L	No
Polychlorinated Biphenyls(PCB)	Jan. 24/22	0.04<MDL	3	ug/L	No
Prometryne	Jan. 24/22	0.03<MDL	1	ug/L	No
Simazine	Jan. 24/22	0.01<MDL	10	ug/L	No
Terbufos	Jan. 24/22	0.01<MDL	1	ug/L	No
Tetrachloroethylene	Jan. 24/22	0.35<MDL	10	ug/L	No
2,3,4,6-Tetrachlorophenol	Jan. 24/22	0.20<MDL	100	ug/L	No
Triallate	Jan. 24/22	0.01<MDL	230	ug/L	No
Trichloroethylene	Jan. 24/22	0.44<MDL	5	ug/L	No
2,4,6-Trichlorophenol	Jan. 24/22	0.25<MDL	5	ug/L	No
Trifluralin	Jan. 24/22	0.02<MDL	45	ug/L	No
Vinyl Chloride	Jan. 24/22	0.17<MDL	1	ug/L	No

### Treated Water Quality Statistics- O. Regulations 170/03 Schedule 13-8 and 13-9, “60 Months” Sampling Results Summary

If sampling for a particular schedule’s parameters (e.g., Schedule 23 or 24) did not occur within the calendar year of the report, then the most recent values are required to be included in the report for reference.

Fluoride and Sodium are sampled on the “60 Months” sampling schedule. Results for most recent tests can be found in Table 25.

**Table 25: O. Regulation 170/03 Schedule 13-8 and 13-9, Fluoride and Sodium Results**

Parameter/Location	Sample Date	Result Value	Unit of Measure	Exceedance
Sodium- Arthur Well #7b	Sep. 10/18	36.6	mg/L	Yes <sup>1</sup>
Sodium- Arthur Well #8	Nov. 16/20	22.4	mg/L	Yes <sup>1</sup>
Sodium- Mount Forest Well #3	Sep. 10/18	21.3	mg/L	Yes <sup>1</sup>
Sodium- Mount Forest Well #4	Sep. 10/18	12.3	mg/L	No
Sodium- Mount Forest Well #5	Sep. 10/18	61.2	mg/L	Yes <sup>1</sup>
Sodium- Mount Forest Well #6	Sep. 10/18	11.7	mg/L	No
Fluoride- Arthur Well #7b	Sep. 10/18	1.30	mg/L	No
Fluoride-Arthur Well #8	Nov. 16/20	0.35	mg/L	No
Fluoride-Mount Forest Well #3	Sep. 10/18	1.05	mg/L	No
Fluoride-Mount Forest Well #4	Sep. 10/18	0.80	mg/L	No
Fluoride-Mount Forest Well #5	Sep. 10/18	0.14	mg/L	No
Fluoride-Mount Forest Well #6	Sep. 10/18	1.34	mg/L	No

<sup>1</sup> The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.

### Treated Water Quality Statistics- O. Regulations 170/03 Schedule 15.1 Sampling Results Summary

If sampling for a particular schedule’s parameters (e.g., Schedule 23 or 24) did not occur within the calendar year of the report, then the most recent values are required to be included in the report for reference.

The Mount Forest and Arthur Drinking Water Systems are under reduced sampling under Schedule 15.1 which means we are not required to sample plumbing but are still required to sample in the distribution system. Results for most recent tests can be found in Table 26.



**Table 26: O. Regulation 170/03 Schedule 15.1, Lead, Alkalinity and pH Results**

Parameter/Location	Sample Date	Result Value	MAC	Unit of Measure	Exceedance
Lead – Hydrant # 125 James St.	Jan 11/21	0.04	10	ug/L	No
Lead – Hydrant # 32 Queen St. West	Jan 11/21	0.01<MDL	10	ug/L	No
Lead – Hydrant # 24 Elgin St. South	Jan 11/21	0.05	10	ug/L	No
Lead – Hydrant # 95 Francis St.	Jan 11/21	0.02	10	ug/L	No
Lead – Tucker/Eliza St. Blow Off	Jan 11/21	0.1	10	ug/L	No
Alkalinity – Hydrant # 125 James St.	Jan 24/22	245	30-500	mg/L	No
Alkalinity – Hydrant # 32 Queen St. West	Jan 24/22	238	30-500	mg/L	No
Alkalinity – Hydrant # 24 Elgin St. South	Jan 24/22	227	30-500	mg/L	No
Alkalinity – Hydrant # 95 Francis St.	Jan 24/22	208	30-500	mg/L	No
Alkalinity – Tucker/Eliza St. Blow Off	Jan 24/22	216	30-500	mg/L	No
Field pH – Hydrant # 125 James St.	Jan 24/22	7.34	-	-	No
Field pH – Hydrant # 32 Queen St West	Jan 24/22	7.39	-	-	No
Field pH – Hydrant # 24 Elgin St. South	Jan 24/22	7.43	-	-	No
Field pH – Hydrant # 95 Francis St.	Jan 24/22	8.15	-	-	No
Field pH – Tucker/Eliza St. Blow Off	Jan 24/22	7.9	-	-	No
Lead – Hydrant # 125 James St.	Jul 12/21	0.10	10	ug/L	No
Lead – Hydrant # 32 Queen St. West	Jul 12/21	5.13	10	ug/L	No
Lead – Hydrant # 24 Elgin St. South	Jul 12/21	0.16	10	ug/L	No
Lead – Hydrant # 95 Francis St	Jul 12/21	0.13	10	ug/L	No
Lead – Tucker/Eliza St. Blow Off	Jul 12/21	0.1	10	ug/L	No
Alkalinity – Hydrant # 125 James St.	Jul 11/22	253	30-500	mg/L	No
Alkalinity – Hydrant # 32 Queen St. West	Jul 11/22	228	30-500	mg/L	No
Alkalinity – Hydrant # 24 Elgin St. South	Jul 11/22	242	30-500	mg/L	No
Alkalinity – Hydrant # 95 Francis St.	Jul 11/22	204	30-500	mg/L	No
Alkalinity – Tucker/Eliza St. Blow Off	Jul 11/22	195	30-500	mg/L	No
Field pH – Hydrant # 125 James St.	Jul 11/22	7.09	-	-	No
Field pH – Hydrant # 32 Queen St. West	Jul 11/22	7.18	-	-	No
Field pH – Hydrant # 32 24 Elgin St. South	Jul 11/22	7.15	-	-	No
Field pH – Hydrant # 95 Francis St.	Jul 11/22	7.91	-	-	No
Field pH – Tucker/Eliza St. Blow Off	Jul 11/22	7.89	-	-	No

### e) Significant Expenses Incurred

The table below outlines a brief description and breakdown for significant monetary expenses occurred in 2022.

Location	Maintenance Item	Cost
Arthur	Domville Street Reconstruction	\$289,271.50
Mount Forest	Queen Street East Reconstruction	\$671,180.51
Arthur	Arthur Water Supply Study/Well Exploration	\$104,463.77
Mount Forest	Leak Detection – West Side of Mount Forest	\$3,663.36
Arthur/Mount Forest	2 New Chemical Feed Pumps	\$6,876.26
Mount Forest	New VFD on Well 3 Booster Pump	\$9,720.11
Arthur/Mount Forest	New Valve Maintenance/Vac Trailer	\$108,816.35
Arthur	Hydrant # 1 and Secondary Valve Replacement	\$27,725.00
Arthur	Golden Valley Farms Property Line Valve Replacement	\$14,831.86
Mount Forest	Well 3 Maintenance/Inspection and 40 HP Motor Replacement	\$47,191.63
Mount Forest	SCADA Upgrades for Pressure Mode	\$21,656.78
Mount Forest	Main Valve Replacement – Newfoundland at Wellington East	\$6,105.60
Arthur/Mount Forest	New Pick-Up Truck	\$51,676.76

### f) Source Water Protection

For reporting purposes, the Township of Wellington North is subject to two Source Protection Plans (based on watershed or Conservation Authority boundaries): Grand River Plan and the Saugeen Valley, Grey Sauble, Northern Bruce Peninsula Plan (Saugeen Valley). Although the Ausable Bayfield Maitland Valley (ABMV – Maitland Valley) Plan also encompasses part of the municipality, there are no reporting requirements associated with that Plan for the Township. In 2022, all Source Protection Plans were in effect.

Under Section 81 of the Clean Water Act and Section 65 of O. Reg. 287/07, an annual report must be prepared by a Risk Management Official and submitted to the appropriate Source Protection Authority (Conservation Authority) by February 1<sup>st</sup> of each year. Under Section 45 of the *Clean Water Act*, a public body, including a municipality, must comply with monitoring and reporting policies designated by a Source Protection Plan. The Township of Wellington North Risk Management Official and Municipal Annual Reports were prepared and submitted to the appropriate authorities by February 1, 2023.

### Summary of Key Aspects

The Wellington County municipalities continue to implement source protection under the Wellington Source Water Protection partnership, [www.wellingtonwater.ca](http://www.wellingtonwater.ca) In 2022, progress continued in the implementation of source protection in the municipality.

A summary of key aspects of the Risk Management Official Report and Municipal Report are provided below.

In 2022, there were 6 development review notices issued per Section 59 of the Clean Water Act within the municipality. Additionally, Source Protection staff comments were provided on an additional 33 applications that did not require development review notices, for a total of 39 development applications (notices and comments) reviewed in the municipality. There were 60 Section 59 notices issued County wide and Source Protection staff comments on 365 additional development applications, County wide, for a total of 425 development applications (notices and comments) reviewed County wide in 2022. This represents an increase in the total number of development applications (notices and comments) reviewed County wide from 2021 (390) and an increase compared to the five year average of 340 development applications (notices and comments).

For the municipality, 2022 also represents an increase in the number of development notices issued and in comments from the previous five year average of 28 development applications (notices and comments), however, the total number in 2022 (39) is similar as 2021 (38). In addition to the notices and comments provided, other applications were screened out by building or planning staff following Risk Management Official Written Direction provided by Wellington Source Water Protection.

Analysis continued on the threat verification data collected in previous years on residential, agricultural, industrial, commercial and institutional activities identified as potential significant drinking water threats in the approved Assessment Reports. In November 2022, please note that the Saugeen Valley Source Protection Plan was amended and approved by the Province. This resulted in changes to the remaining threat activities including the addition of 20 winter maintenance properties within the score 10 (red area on the mapping) in Mount Forest. Staff complete a variety of tasks to remove or confirm and then mitigate activities identified as potential significant drinking water threats in the approved Assessment Reports. These threat activities are existing and the analysis can involve desk top interpretation of air photos or GIS data, phone calls, review of municipal records, windshield surveys, site inspections by Risk Management staff and if confirmed, then mitigation through septic inspection, prohibition and / or negotiation of risk management plans. As a result of this analysis, staff currently estimate approximately 22% of threat activities in the municipality still require action to either remove or confirm / mitigate the threat activities while 78% have been either removed or confirmed and mitigated. Note that the percentages are weighted equally between Source Protection Authorities to provide an overall municipal percentage. The majority of the remaining threat activities are winter maintenance or chemical handling / storage activities.

To support this threats analysis and to determine compliance, 46 inspections were conducted in the Township in 2022 with 16 for compliance purposes (prohibition) with no contraventions found and 30 for threat verification or risk management plan negotiation purposes. County wide, 357 inspections were conducted in 2022 with 52% of inspections (187) being prohibition compliance inspections, 1% (1) being RMP compliance inspections and 47% (169) of inspections conducted for threat activity

verification or risk management plan negotiation purposes. The inspections were to ensure compliance with manure application and storage prohibitions, review winter maintenance activities and / or review / confirm chemical / fuel handling and storage.

Seven Risk Management Plans were agreed to in 2022 with 13 Risk Management Plans agreed to cumulatively within the Township. There are 57 Risk Management Plans in place County wide. This leaves 4 Risk Management Plans still to be signed in the Township for chemical or fuel handling / storage and all are being negotiated. There was a Source Protection Plan deadline to have these plans in place by December 31, 2022 and this has not occurred. When the extension timeline of December 31, 2022 was established in 2021, it was prior to the Omicron variant and during a time when restrictions were lifting. Given the winter 2022 lockdowns and restrictions related to the Omicron variant including reductions for in person inspections, this slowed our progress in negotiating Risk Management Plans in 2022. Staff have been in contact with the Source Protection Authority Program Manager to inform them of this and no concerns were raised prior to the deadline passing. This information will be presented to the Source Protection Committee and the Province over the next few months and if concerns are raised by either of these bodies then staff will inform Council. Since these 4 Risk Management Plans are in the process of negotiation, it is anticipated they will be agreed to during 2023. Two require corporate input and possibly sign off from the parent corporations of the properties and this has lengthened the negotiations. Staff also can impose the Risk Management Plans via an order. To date, staff have not chosen this route so not to disrupt the negotiations. It is staff's intention to negotiate a mutually agreed to Risk Management Plan for each of the remaining 3 properties and only utilize the order powers if negotiations fail. If an order is deemed necessary, staff are required to provide 120 days notice to the ordered parties prior to issuance of the order and the order is appealable. For the 20 winter maintenance properties that were added to the Assessment Report in November 2022, staff will first verify whether Risk Management Plans are required and then add the verified properties to the Risk Management Plan total in 2023.

The following is a summary of the E and O results, County wide, for 2022. One training session and a number of individual sessions were run for municipal staff to provide a refresher and train new staff on what source protection is and how it relates to municipal planning and building processes. Four newspaper ads were run during the year on topics related to water conservation, salt and fertilizer use. Staff organized 2 events, in collaboration with the City of Guelph, on Smart about Salt training for private contractors. Municipal Smart about Salt training was organized and delivered to 50 Roads, Public Works, Parks and Water staff from all eight municipalities in three sessions. Development reviews and inspections continued and include educational material being provided directly to the proponents generally regarding the threats present, the process (development review, RMP, prohibition etc.) and property specific mapping. In person inspections were limited in 2022 where educational material was provided directly to proponents as most inspections were completed contactless. Outreach to proponents related to negotiation of RMPs continued and comprised mostly of discussions, meetings and provision of outreach material via email. Wellington Source Water Protection continues

to maintain and update a website ([www.wellingtonwater.ca](http://www.wellingtonwater.ca)), ten fact sheets on specific topics and other print media (i.e. post cards to direct applicants to mapping). Throughout the year, social media posts on a variety of topics were either posted or re-shared by our municipalities' corporate channels. Often the content of these posts was from the Conservation Ontario social media calendar or in partnership with the local Conservation Authorities. Staff participate and Wellington Source Water Protection / County of Wellington is a sponsor for the Waterloo-Wellington Children's Groundwater Festival. Following the Festival's cancellation in 2020, due to the COVID-19 pandemic, a virtual Festival was developed and successfully presented in 2021 and again in May 2022 over four days. Links to the virtual Festival content are available here <https://www.youtube.com/@watereducation4640> Registration for the 2022 Festival was 10,337 students and teachers with views of the videos continuing after the Festival. Approximately 11% of the registrations were from Wellington County. Staff continue to participate on the organizing committee and various sub-committees including serving as co-chair.

In 2022, all five Source Protection Plans within the County were at different stages of amendments. Staff reviewed, provided comments and in some cases assisted Conservation Authority staff in authoring portions of the various amendments. Staff also provided support to the County's Official Plan Municipal Comprehensive Review, provided support to a number of water supply and / or water supply master plan projects related to water systems within or adjacent to the County, were involved in technical studies related to wellhead protection area updates and location of new municipal wells and participated in a provincial working group on annual reporting metrics. This includes support to the Township hydrogeologist for the new well location in Arthur. In 2022, the Province approved an amendment to the Saugeen Valley Source Protection Plan. Staff comments on the amendment were previously reported to Council and provided to the Conservation Authority. This amendment updates data for the municipality and strengthens protection related to winter maintenance activities in the areas closest to the municipal wells (vulnerability score 10 or red areas on mapping). Staff will now begin to implement the amendments including following up on Conservation Authority outreach to affected property owners.

The Township is represented at the Source Protection Committee by John Fruin. Mr. Fruin's term will expire in 2023 and a notice from the Source Protection Authority will be sent to the Township Clerk, County Clerk and Town of Minto Clerk to request nominations for the position. It is a shared position with Bruce County and Grey County municipalities and Mr. Fruin was originally nominated by the Town of Hanover. It is our understanding that Mr. Fruin is interested in standing again, however, this will be confirmed once the official notice is received. That notice is anticipated in April 2023.

The septic inspection program occurs on a five year cycle. The second round of inspections was scheduled to start in 2020, however, was postponed due to the COVID pandemic, therefore, all septic inspections are currently outstanding and must be completed by 2025. In 2022, a successful request for proposal was completed and a contract awarded to EnVision Consultants Ltd to manage and complete the septic system inspection program across the County. If a septic system is present within well head

protection area with a vulnerability score of 10 or within an issues contributing area for nitrates, a septic inspection is required every 5 years. The second round of septic inspections will begin in 2023.

For further information, please contact Kyle Davis, Risk Management Official, 519-846-9691 ext. 362 or [kdavis@centrewellington.ca](mailto:kdavis@centrewellington.ca)

*Note: The Source Water Protection information in this report was provided by Kyle Davis, Risk Management Official.*



**B. M. ROSS AND ASSOCIATES LIMITED**

**Engineers and Planners**

Box 1179, 206 Industrial Drive  
 Mount Forest, ON, Canada N0G 2L0  
 p. (519) 323-2945 • f. (519) 323-3551  
[www.bmross.net](http://www.bmross.net)

File No. 05114

January 30, 2023

**BY EMAIL ONLY**

**Darren Jones, CBO**

Township of Wellington North  
 7490 Sideroad 7 W, PO Box 125  
 Kenilworth, ON, N0G 2E0

**Re: Eastridge Landing Subdivision (Arthur) – Draft Plan 23T-13001  
 Phase 4 (Schmidt Drive, Lots 30 to 56 and Blocks 57 to 61)  
 -- Preliminary Acceptance for Stage 1, Stage 2, and Stage 3 --  
 -- Securities Reduction --**

On April 27, 2021, 2073022 Ontario Inc. (Coffey) entered into a Subdivision Agreement with the Township for this subdivision. The Developer is now requesting Preliminary Acceptance be granted for Stages 1, 2 & 3 of Phase 4 (Schmidt Drive), which is one of the requirements before the Township will accept building permit applications. The purpose of this letter is to provide Council with our recommendation pertaining to this request.

**Construction Review**

Moorefield Excavating Ltd. was retained by Coffey to construct Phase 4 municipal servicing and roadways, and that work was completed by late-2022. The electrical distribution system and street lighting were installed by Coffey's electrician, by January 2023. Telecommunications have been installed. The installation of natural gas is not expected until springtime 2023. All servicing work was being administered and inspected by Coffey's engineer, K. J. Behm & Associates Inc.

We are in receipt of documentation provided to us by Behm, as follows:

- As-Constructed drawings dated 06/11/22 (Drawings GSP-1, PP-1, PP-2, PP-3, PP-4, PP-5, PP-6), and Drawing DET-1 dated 22/06/20.
- A January 17, 2023, certification letter.
- A January 23, 2023, deficiency list prepared by K. J. Behm. In addition, the following additional deficiencies should be addressed by the Developer:
  - Provide documentation for the exfiltration (air) testing and deflection (Mandrell) testing completed for the sanitary sewer.

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- Provide documentation for the deflection (Mandrell) testing completed for the flexible storm sewer piping.
- Deficiencies as noted in BMROSS' January 30, 2023, review reports for the sanitary sewer and for the storm sewer CCTV.
- Provide Street Lighting As-Constructed drawings.
- Provide Electrical As-Constructed drawings to Wellington North Power with a copy provided to the Township for their records.
- Provide CUP As-Constructed drawings.
- Geotechnical verification test results, as follows:
  - Various reports and instructions pertaining to lot pre-grading activities, placement of structural fill, placement of roadway fill, results of proof rolling subgrade and gravel roadway base, placement of Gran. "A".
  - Proctor testing for Gran. "B". Previous Phase 3 submissions had included proctors for Gran. "A" and the native clayey silt soil.
  - Granular gradation analysis (Gran. "B" Types I & III).
  - Compaction test results (road fill; trench backfill – sanitary sewer, watermain, and storm sewer; Gran. "B"; Gran. "A"; binder asphalt).
  - Binder (HL4) Marshall hot mix asphalt report.
  - Concrete compressive strength test results for curb (2 sets).

Township staff had reviewed these results for completeness and to identify any deficiencies arising from this testing work. The HL4 Marshall air voids were below the specified minimum, and there were some borderline gradation test results. **The HL4 condition should be reviewed prior to placement of the HL3 surface lift.**

- CCTV of sanitary main, sanitary services and storm main.
- ESA for street lights, dated December 15, 2022.
- Wellington North Power letter of acceptance for the electrical distribution system, dated January 13, 2023.

It is our understanding the Township is in receipt of the following additional information:

- Materials lists.
- Mix designs (concrete C&G; HL4).
- Watermain commissioning test results (pressure/leak test; disinfection; microbiological; tracer wire).

It is our understanding that all soils were managed on-site such that there will be no excess soils submissions or OPSS 180 form submissions to the Township.

A December 12, 2022, site review meeting was held with representatives from BMROSS, Township, Developer, Developer's Engineer, and Contractor present. The purpose of the meeting was to conduct a general review of the constructed works and to identify deficiencies (Stage 1 – sanitary sewer, watermain, storm sewer; Stage 2 – road, curb, binder asphalt, boulevard rough grading). In January 2023, the Township met with the Developer's Engineer to review Stage 3 works (i.e. street lighting and utilities). Street lights have been installed and were energized, but subsequently turned off. **Street lights to be re-energized prior to the first occupancy.**

According to the Developer, natural gas will not be installed until springtime 2023. The Developer is aware that occupancy permits will not be issued by the Township until natural gas has been installed.

We are unaware of Phase 4 being registered, and of the related Phase 4 property matters as listed in Schedule "H" of the Subdivision Agreement being fully registered. These property matters need to be addressed prior to the issuance of building permits.

In summary, based on the foregoing, it is our opinion that all of the necessary Stage 1, Stage 2, and Stage 3 Works have been constructed for servicing Phase 4 of this subdivision. There are a number of deficiencies that will need to be addressed by the Developer prior to expiration of the two-year maintenance period.

It is our understanding that the developer intends to proceed with the parkland (Block 41) tiling, final grading, and restoration work sometime later this year.

### **Securities**

It is our understanding the Township currently has \$1,128,548.00 in securities from the Developer for Phase 4. In a January 17, 2023, application for reduction of security, K. J. Behm is recommending that Phase 4 securities be reduced to **\$442,362.00**, which is for incomplete works and a maintenance holdback for the completed works. Based on the foregoing documentation and results of our site visit, we support this request.

It is noted that the securities value should not be reduced below \$30,000, for each Stage, until Final Acceptance.

The Developer has submitted a Statutory Declaration Re Payment of Accounts dated January 20, 2023, declaring there are no outstanding payments owing related to this subdivision.

### **Summary**

Based on available information provided to us by the Developer, his Engineer, and the Township, it is our opinion the Township could pass the following resolution:

***THAT the Council of the Corporation of the Township of Wellington North grant 2073022 Ontario Inc. (James Coffey) Preliminary Acceptance for Stages 1, 2 & 3 of Phase 4 (Schmidt Drive) of the Eastridge Landing Subdivision (Draft Plan 23T-13001) in the community of Arthur, and a reduction in Phase 4 securities to \$442,362.00.***

Acceptance of building permit applications should not occur until registration of Phase 4 and all related property matters (Schedule "H" of the Agreement) have been verified by the Township. Occupancy permits should not be issued by the Township until natural gas installation has been verified and street lights re-energized.

If you have any questions, please contact us.

Yours very truly

B. M. ROSS AND ASSOCIATES LIMITED

Per



Frank Vanderloo, P. Eng.

c.c. Ken Behm, P. Eng.  
Jim Coffey, 2073022 Ontario Inc.



105 Queen Street West, Unit 14  
 Fergus  
 Ontario N1M 1S6  
 Tel: (519) 843-3920  
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 Email: [info@tritoneng.on.ca](mailto:info@tritoneng.on.ca)

ORANGEVILLE • FERGUS • HARRISTON

January 31, 2023

Township of Wellington North  
 7490 Sideroad 7 West  
 P.O. Box 125  
 Kenilworth, Ontario  
 N0G 2E0

Attention: Matt Aston  
 Director of Operations

RE: Township of Wellington North  
 Cachet Developments (Arthur) - Phase 2  
 Preliminary Acceptance  
 Stage I and II Municipal Services  
 Our File: A5529A

Dear Sir:

Further to a request from Urbtech Engineering regarding Preliminary Acceptance of Stage I and II municipal services (i.e., underground services, base asphalt and curb/gutter) for Phase 2 of the Cachet Development in Arthur dated January 30, 2023, we wish to advise as follows:

- Site inspections have been completed by Triton Engineering Services Limited, Urbtech and municipal staff. These inspections have confirmed that Stage I and II municipal works have been substantially completed. Minor deficiencies have been noted during the inspection; however, these do not impact the substantial completion status. A complete deficiency list has been composed and forwarded to the Developer's contractor. These deficiencies are to be addressed in a timely fashion. Securities shall be retained to ensure these deficiencies are completed satisfactorily.
- The Developer's consultant, Urbtech Engineering has provided written certification that these services have been constructed and installed in accordance with the approved plans and specifications in their letter dated January 30, 2023 (attached).

Based on the preceding, we recommend that Preliminary Acceptance be granted for Stage I and II municipal services for Phase 2 of the Cachet Development in Arthur with the guarantee and maintenance period commencing from the date of Council's resolution to grant Preliminary Acceptance.



No change in the current securities held by the Municipality has been requested at this time.

We trust that this information is satisfactory and should you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

Triton Engineering Services Limited



Dustin C. Lyttle, P.Eng

Encl.

cc: Tammy Stevenson, Township of Wellington North

January 30<sup>th</sup>, 2023

Our File No: 20-442

Ms. Tammy Pringle  
Development Clerk  
Township of Wellington North  
7490 Sideroad 7 West, P.O. Box 125  
Kenilworth, ON N0G 2E0

**Re: Request for Preliminary Acceptance of Phase 2, Stage 1 & 2 Municipal Services and SWM Pond  
Cachet Developments (Arthur) Inc.  
File 23T-20202, Plan 61M  
Town of Arthur**

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As required in the Subdivision Agreement clause 4.1, on behalf of Cachet Developments (Arthur) Inc., we are requesting the Preliminary Acceptance of the municipal services and commencement of the Maintenance Period for the above noted development for Phase 2, Stages 1 and 2 and the SWM Pond.

In support of the request, please find attached the following.

- The Certification Letter that all works have been constructed in accordance with the approved engineering drawings, as set out in Schedule "D", with the exception of the Outstanding Works and Deficiencies,
- Outstanding Works and Deficiency list,
- CCTV inspection and reports, have been submitted to Triton Engineering Ltd., with the exception of the outstanding CCTV inspection and reports listed in the deficiency list.
- Mandrel and Air Pressure Testing and associated reports

We would appreciate your approval and issuance the Preliminary Acceptance.

I trust that this is in order; however, should you require any further information, please do not hesitate to contact this office.

Yours very truly,

**URBTECH ENGINEERING INC.**

  
Andrzej Jaworski, P. Eng.  
Consulting Engineer

CC: Ramsey Shaheen, Cachet Developments (Arthur) Inc.  
Max Maddigan, Cachet Developments (Arthur) Inc.  
Tammy Stevenson, C.E.T., Township of Wellington North  
Matthew Aston, Director of Operations, Town of Wellington North  
Dustin Lyttle, Triton Engineering Services Ltd.

January 30<sup>th</sup>, 2023

Our File No: 20-442

Ms. Tammy Pringle  
Development Clerk  
Township of Wellington North  
7490 Sideroad 7 West, P.O. Box 125  
Kenilworth, ON N0G 2E0

**Re: Certification Letter  
Cachet Developments (Arthur) Inc. – Phase 2, Stage 1 and 2 and SWM Pond.  
File 23T-20202, Plan 61M  
Town of Arthur**

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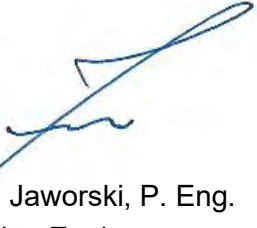
This is to certify that the construction of the municipal services in the above-mentioned subdivision have been completed in accordance with the approved drawings and specifications, the standards of the Township of Wellington North and in accordance with the Subdivision Agreement under Clause 4.1

Please note that there are some outstanding works and deficiencies, however they will be addressed weather permitting. These outstanding works and deficiencies are included on the attached Outstanding Works and Deficiency List.

I trust that this is in order; however, should you require any further information, please do not hesitate to contact this office.

Yours very truly,

**URBTECH ENGINEERING INC.**

  
Andrzej Jaworski, P. Eng.  
Consulting Engineer



CC: Ramsey Shaheen, Cachet Developments (Arthur) Inc.  
Max Maddigan, Cachet Developments (Arthur) Inc.  
Tammy Stevenson, C.E.T., Township of Wellington North  
Matthew Aston, Director of Operations, Town of Wellington North  
Dustin Lyttle, Triton Engineering Services Ltd.



January 30<sup>th</sup>, 2023

Our File No: 20-442

Ms. Tammy Pringle  
Development Clerk  
Township of Wellington North  
7490 Sideroad 7 West, P.O. Box 125  
Kenilworth, ON N0G 2E0

**Re: Certificate Letter for Stormwater Management Pond  
Cachet Developments (Arthur) Inc. – Phase 2, Stage 1 & 2.  
File 23T-20202, Plan 61M  
Town of Arthur**

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Please be advised that the Stormwater Management Pond has been constructed to its final elevations, the box culvert under Preston Street and outlet structure with weir has been installed and is operational, as per the approved drawings of November 2<sup>nd</sup>, 2023.

Please note that there are also some deficiencies for the SWM pond that have been noted and they are listed in the Outstanding Works and Deficiency list.

I trust that this is in order; however, should you require any further information, please do not hesitate to contact this office.

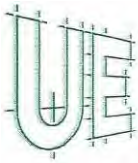
Yours very truly,

**URBTECH ENGINEERING INC.**

  
Andrzej Jaworski, P. Eng.  
Consulting Engineer



CC: Ramsey Shaheen, Cachet Developments (Arthur) Inc.  
Max Maddigan, Cachet Developments (Arthur) Inc.  
Tammy Stevenson, C.E.T., Township of Wellington North  
Matthew Aston, Director of Operations, Town of Wellington North  
Dustin Lyttle, Triton Engineering Services Ltd.



**OUTSTANDING WORKS & DEFICIENCY LIST**

**JANUARY 30/23**

**PROJECT NAME: CACHET ESTATE HOMES (ARTHUR) INC.**

**PROJECT NO: 20-442**

**PHASE 2**

**Underground**

<b>Sanitary</b>			
<b>Item</b>	<b>Description</b>	<b>Responsibility</b>	<b>Corrected by/Date</b>
1.	CCTV	Completed, refer to review letter for comments	
2.	Low Pressure Air Test (Sanitary)	Completed, test result submitted under separate cover	
3.	Mandrel Testing	Completed, test result submitted under separate cover	
4.	15A- Additional step req'd		
5.	19A- Additional step req'd		
6.	20A- Remove rope in MH - Additional step req'd		
7.	24A- Remove rope from benching		
8.	Plugs to be re-installed on 14A and 19A		

<b>Storm Sewer</b>			
<b>Item</b>	<b>Description</b>	<b>Responsibility</b>	<b>Corrected by/Date</b>
1.	CCTV	Completed, test result submitted under separate cover	
2.	Mandrel Testing	Completed, test result submitted under separate cover	
3.	CBMH44 and DCB119 full of water and not inspected.		
4.	CBMH 42- Additional step req'd		
5.	CBMH 43- Additional step req'd		
6.	DCB 118 – modulock cracked - Fill in large gap at mid beam support		
7.	CB 116- Too many modulock, larger grade adjustment ring to be installed at top asphalt stage		
8.	CBMH 46- additional step req'd		
9.	DCB 120- Storm connection still to be completed to DCBMH 48 (complete during Preston Street works)		
10.	DCBMH 48- additional step req'd		
11.	DCBMH 49- Cleaning req'd - Additional step req'd		
12.	CBMH 37- Additional step req'd - Clean out debris in subdrain connection		
13.	CB 112- to many modulock, to be removed at top asphalt stage. Replace with larger grade adjustment section		
14.	DCB 115- to many modulock, to be removed at top asphalt stage. Replace with larger grade adjustment section		
15.	DCBMH 35- large crack in the precast opening, will require repair.		
16.	DCB 114- to many modulock, to be removed at top asphalt stage. Replace with larger grade adjustment section		
17.	DCB113- Fill in large gap at mid beam support		
18.	DICB 214- Proper benching required		
19.	DICB 221- lock down grate		

<b>Storm Sewer</b>			
<b>Item</b>	<b>Description</b>	<b>Responsibility</b>	<b>Corrected by/Date</b>
20.	DICB 31- Proper benching required		
21.	DICB 47- lock down grate		
22.	DICB 220- benching poorly completed, town may not accept its current condition - Lock down grate		
23.	DICB 215- Proper benching required - Insulation will require repair		
24.	DICB 34- Proper benching required		
25.	CB 216- Clean out cardboard in bottom of CB		
26.	CB 217- Cleaning required		
27.	CB 218- Proper benching required		
28.	DICB 50- Proper benching required		
29.	DICB 219- clean out - Proper benching required		
30.	DCBMH 29 – Clean out		
31.	DCB 110- fill in large gap at the mid support beam -Remove filter cloth under the bottom modoloc when lids are adjusted to surface asphalt elevation.		
32.	DCB 111- too many modulock, to be removed at top asphalt stage. Replace with larger grade adjustment section		
33.	MH 41 – Benching - Additional step(s)		
34.	General Note - All rear lot DICB's, straps to be locked down		
35.	Infiltration trench back of lots 86-89, Block 146 (two),		
36.	Soakaway Pits on lots 55-70, 103-118		

<b>Watermain</b>			
<b>Item</b>	<b>Description</b>	<b>Responsibility</b>	<b>Corrected by/Date</b>
1.	Conductivity Test	Completed by Town	

<b>Watermain</b>			
<b>Item</b>	<b>Description</b>	<b>Responsibility</b>	<b>Corrected by/Date</b>
2.	Main line valve, no tracer wire, Dingman (Street D) Sta 0+210		
3.			

<b>Above Ground</b>			
<b>Item</b>	<b>Description</b>	<b>Responsibility</b>	<b>Corrected by/Date</b>
1.	Stop sign / street sign, location to be confirmed at Day Street / Preston. And relocated accordingly. Final location of all stop signs are to be confirmed with Township staff after Preston Street works are completed and final concrete curb radius is placed.		
2.	Numerous lot number signs are missing.		
3.	Some No Parking signs are missing		
4.	Subdrain was damaged at street lighting locations. (Lots 116/117, 120, 143 and 149 Raftis)		

Cachet Development, Arthur - Phase 2  
 CCTV Review  
 Day Street, Raftis Street, Dingman Street

Updated: January 30, 2023  
 Job# 20-442

#### Storm Sewer Mainline

Item	ID	Description	
1	30 - 29	Gravel @ connection, 1.26m (00:14) Gravel @ connection, 8.21m (00:46) Gravel @ connection, 20.46m (01:33) Gravel @ connection, 31.22m (02:16) Gravel @ connection, 45.0m (03:12) Gravel @ connection, 56.47m (3:55)	
2	30 - 35	Ponding near DCBMH 35 connection	
3	33 - 30		
4	39 - 28	Labeled incorrectly, should be MH 39 to MH 29 Sealing material in Pipe	
5	43 - 44	Pipe visibly out of round, 3.93m from MH 44	
6	DCB 119 - 44	Standing water in line, 2-3%	
7	DICB 219 - 50	Standing water, 5.97m - 17.06m +/-5% Gravel/Debris in line, 20.03m (1:34)	
8	HW 40 - 41	Missing Video	
9	41 - 42	Missing Video	
10	CB 212 - CB 213	Not videoed in Ph1	
11	CB 211 - CB 210	Not videoed in Ph1	
12	DCB 101 - 24	Video of Repair	

#### Sanitary Sewer Mainline

Item	ID	Description	
1	1A - 2A	Gravel in lateral, 16.02m (1:11) Gravel in lateral, 16.02m (1:11) Sediment in lateral, 27.94m (2:23) Gravel in lateral, 30.24m (2:39) Gravel in lateral, 32.67m (2:58)	
2	12A - 10A	Light gravel in lateral, 13.38m (1:08)	
3	14A - 13A	Slight ponding at MH connection to 13A, 57.11m (4:47)	
4	17A - 16A	Small amount of gravel in mainline, 0.0m (00:02)	
5	25A - 24A	Re-Videoed after repair	
6	28A - 22A	Slight ponding near MH 22A connection	
7		Require a CCTV of all the repairs to the damaged sanitary connections in Phase 1 (just at the repair locations)	

## Sanitary Service Laterals

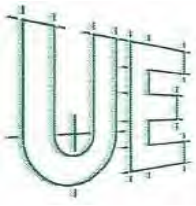
Item	Lot ID	Description	
1	49	some stone debris in line	
2	53	Something encrusted on pipe wall, 3.73m	
3	55	Stone/dirt debris in line, 7.75m	
4	60	Gravel in line, 1.38m (00:13)	
5	68	Small amount of gravel in line, 4.44m	
6	70	Stone debris in line, 3.72m	
7	73	Mud/dirt in line	
8	74	Small amount of mud in line, at beginning of connection	
9	85	Trace amount of mud/dirt in line	
10	102	Small trace of stone in line	
11	104	Small trace of stone in line Stone debris at end of line	
12	108	Stone debris at end of line	
13	112	Small amount of stone debris at end of line There are two video files?	
14	115	Dirt at end of line	
15	122	Some gravel in line Pieces of Pipe debris in line, near end of survey.	
16	125	Dirt at end of line	
17	129 (Phase 1)	Video missing	
18	130 (Phase 1)	Video missing	

## Storm Service Laterals

Item	Lot ID	Description	
1	39	Dirt in line	
2	40	Dirt in line	
3	41	Dirt in line	
4	42	Dirt in line	
5	43	Dirt at end of line	
6	44	Dirt in line	
7	45	Dirt at end of line	
8	46	Dirt in line	
9	47	Dirt in line	
10	48	Dirt in line	
11	50	Dirt in line	
12	51	Dirt in line	
13	52	Dirt in line	
14	53	Dirt in line	
15	55	Dirt in line	
16	56	Dirt in line	
17	57	Dirt in line	
18	59	Dirt in line	
19	60	Dirt in line	
20	61	Dirt in line	
21	62	Dirt in line	
22	63	Dirt in line	
23	64	Dirt in line	
24	65	Dirt in line	
25	66	Dirt in line	



26	69	Trace amount of dirt at beginning stone at end of lateral	
27	74	Small amount of mud at beginning	
28	77	Stone debris at end of line	
29	86	Trace of mud/dirt at beginning. Piece of pipe in line, 11.91m (1:28)	
30	91	Mud at beginning of run, 0.0m to 2.35m	
31	103	Missing CCTV	
32	106	Stone debris at end of line	
33	112	Mud at beginning of run	
34	113	Mud at beginning of run, 0.0m to 3.86m	
35	114	Stone/dirt at end of line	
36	119	Mud at beginning of run, 0.40m	
37	120	Mud at beginning of run, 0.0m - 2.0m	
38	122	Missing CCTV	
39	123	Mud at beginning of run, 0.0m to 4.25m	
40	124	Pipe repair was completed, 2.16m Dirt in line and piece of pipe	
41	125	Trace amount of dirt at end of line	
42	29	CCTV of repair (Phase 1)	



January 30<sup>th</sup>, 2023

File No: 20-442

Dustin Lyttle P. Eng.  
Civil Municipal Engineer  
Triton Engineering Services Ltd  
105 Queen Street West, Fergus, ON.,  
N1M 1S6

**Re: Preliminary Acceptance- Phase 2  
Storm & Sanitary Sewer Mandrel & Air Testing  
Cachet Developments (Arthur) Inc.  
Draft Plan 23T-20202  
Village of Arthur**

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This letter is to confirm that Urbtech was present and witnessed the mandrel and air testing completed by B.Edwards Transfer Ltd.

Results on the subsequent pages.

Should you have any questions, please do not hesitate to contact the undersigned.

Yours truly,  
**URBTECH ENGINEERING INC.**

Chris Mason  
CC: Max Maddigan, Cachet Developments (Arthur) Inc.

Cachet Development (Arthur)  
Village of Arthur

Storm Sewer – Mandrel Test				
Test Section ID	Pipe Desc	Pass	Fail	Notes
DCBMH 42 – CBMH 43	300mm HDPE	X		
CBMH 43 – DCBM 44	300mm HDPE		X	
DCBMH 45 – CBMH 46	375mm HDPE	X		
CBMH 46 – DCBMH 48	300mm HDPE	X		
DCBMH 30 – CBMH 32	300mm HDPE	X		
DCBMH 33 – DCBMH 35	300mm HDPE	X		
DCBMH 35 – CBMH 36	375mm HDPE	X		
CBMH 36 – CBMH 37	375mm HDPE	X		
CBMH 37 – DCBMH 38	300mm HDPE	X		
CBMH 43 – CB 223	300mm HDPE	X		
CB 223 – CB 222	300mm HDPE	X		
DCBMH 44 DCB 119	300mm HDPE	X		
DCBMH 42 – DCB 118	300mm HDPE	X		
DCBMH 45 – CB 116	250mm HDPE	X		
DCBMH 45 – CB 117	250mm HDPE	X		
DCBMH 48 – DCB 120	300mm HDPE	X		
DCBMH 49 – DCB 115	300mm HDPE	X		
CBMH 37 – CB 112	250mm HDPE	X		
DCBMH 35 – DCB 113	300mm HDPE	X		
DCBMH 33 – DCB 114	300mm HDPE	X		
DCBMH 30 – DCB 109	300mm HDPE	X		45 Degree bend at CB
DCBMH 29 – DCB 110	300mm HDPE	X		
DCBMH 38 – DCB 111	300mm HDPE	X		
DICB 31 – DICB 214	300mm HDPE	X		
DICB 31 – DICB 215	300mm HDPE	X		
DICB 34 – CB 216	300mm HDPE	X		
DICB 50 – DICB 218	300mm HDPE	X		
DICB 218 – DICB 217	300mm HDPE	X		
DICB 50 – DICB 219	300mm HDPE	X		

Cachet Development (Arthur)  
Village of Arthur

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Storm Sewer – Mandrel Test (Continued)				
Test Section ID	Pipe Desc	Pass	Fail	Notes
DICB 47 – DICB 220	300mm HDPE	X		
DICB 47 – DICB	300mm HDPE	X		
CB 203 – DICB 26	300mm HDPE	X		Phase 1
DICB 26 – DICB 204	300mm HDPE	X		Phase 1

Sanitary Sewer – 200mm PVC Mandrel Test			
Test Section ID	Pass	Fail	Notes
13A – 14A	X		
14A – 15A	X		
15A – 16A	X		
16A – 17A	X		
18A – 19A	X		
19A – 20A	X		
20A – 21A	X		
21A – 22A	X		
22A – 23A	X		
23A – 24A	X		
24A – 25A	X		Initial test failed. Pipe repaired and subsequent test passed
25A – 26A	X		
26A – 27A	X		
22A – 28A	X		
28A – 29A	X		
29A – 30A	X		
30A – 26A	X		
10A – 12A	X		Phase 1

Cachet Development (Arthur)  
Village of Arthur

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Sanitary Sewer – Low Pressure Air Test			
Test Section ID	Pass	Fail	Notes
13A – 14A	X		
14A – 15A	X		
15A – 16A	X		
16A – 17A	X		
18A – 19A	X		
19A – 20A	X		
20A – 21A	X		
21A – 22A	X		
22A – 23A	X		
23A – 24A	X		
24A – 25A	X		
25A – 26A	X		
26A – 27A	X		
22A – 28A	X		
28A – 29A	X		
29A – 30A	X		
30A – 26A	X		
10A – 12A	X		Phase 1



**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Closed Council Meeting of February 6, 2023  
**From:** Karren Wallace, Director of Legislative Services/Clerk  
**Subject:** CLK 2023-006 Appoint Pound Keeper

### RECOMMENDATION

**THAT** Council of the corporation of the Township of Wellington north receive Report CLK 2023-006 Appoint Pound Keeper;

**AND FURTHER THAT** Council appoint Steve Dineen as Pound Keeper and shall have the duty of carrying out and enforcing the Pounds Act, R.S.O. 1990, c.P.17, as amended, and any applicable municipal by- laws or any other Act governing impounding of animals;

**AND FURTHER THAT** the Mayor and Clerk be authorized to sign the appointment By-law.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

By-law 068-16 to Appoint Pound Keeper

CLK 2016-051 being a report on Animal Control By-law

### BACKGROUND

By-law 068-16 was a By-law to appoint a Pound Keeper for the Township of Wellington North. A Pound Keeper must be appointed in order to enforce the Animal Control By-law.

The Township now needs to appoint a new Pound Keeper who shall have the duty of carrying out and enforcing the Pounds Act, R.S.O. 1990, c.P.17, as amended, and any applicable municipal by- laws or any other Act governing impounding of animals.

### FINANCIAL CONSIDERATIONS

Remuneration for the Pound Keeper is set out in By-law 005-23

\$125.00 per call out

\$ 40.00 per hour while attending a call

\$ 40.00 per hour for attending hearings

Mileage at the approved municipal rate

**ATTACHMENTS**

By-law 005-23 contained in this agenda package

**STRATEGIC PLAN 2019 – 2022**

Do the report’s recommendations align with our Strategic Areas of Focus?

- Yes
- No
- N/A
- Modernization and Efficiency
- Partnerships
- Municipal Infrastructure
- Alignment and Integration

<b>Prepared By:</b>	Karren Wallace, Director Legislative Services/Clerk	<i>Karren Wallace</i>
<b>Recommended By:</b>	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>





## Staff Report

**To:** Mayor and Members of Closed Council Meeting of February 6, 2023

**From:** Karren Wallace, Director of Legislative Services/Clerk

**Subject:** CLK 2023-007 Amending the Agreement to Appoint a Facility to Impound Livestock Under The Pounds Act and to set remuneration

### RECOMMENDATION

**THAT** Council of the Corporation of the Township of Wellington North receive Report CLK 2023-007 being a report on Amending the Agreement to Appoint a Facility to Impound Livestock Under the Pounds Act and to set remuneration;

**AND FURTHER THAT** the agreement be amended as follows:

That Section 1 of the agreement:

The Township of Wellington North agrees to pay to David Carson Farms & Auction Services Ltd. an annual retainer of \$500.00 to be paid January 1, a hold fee per day per animal of \$20.00, transportation fee of \$1.20 per kilometer and \$100.00 per hour for labour to load livestock.

**Be replaced with**

The Township of Wellington North agrees to pay to David Carson Farms & Auction Services Ltd. an annual retainer of \$1,000.00 to be paid January 1, a hold fee per day per animal of \$20.00, transportation fee of \$1.50 per kilometer and \$100.00 per hour for labour to load livestock.

**AND that the following clause be included in the agreement:**

THAT the agreement shall terminated on December 31, 2026.

**AND FURTHER THAT** the Mayor and Clerk be authorized to sign the By-law to amend the agreement

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

By-law 069-16 Being a By-Law Appoint a Facility to Impound Livestock Under The Pounds Act and set remuneration

CLK 2016-051 being a report on Animal Control By-law

### BACKGROUND

In 2016 Council appointed David Carson's Farm & Auction Service Inc. as the pound facility for the Township of Wellington North.

Carson's have provided amended fees for their services which requires an amendment to their agreement.

It is not recommended that three quotes for a pound facility or trucking services be obtained. This is very specialized and not many facilities would be able to provide both a pound and trucking. By appointing David Carson's Farm & Auction Service Inc. (Carson's), costs would be reduced as Carson's can ship them directly to the pound and auction immediately if not claimed, rather than having to ship them from a pound to an auction. Carson's has provided a reasonable quote for these services.

### FINANCIAL CONSIDERATIONS

Remuneration for the Pound Facility and trucking costs:

\$1,000.00 annual retainer  
 a hold fee per day per animal of \$20.00  
 transportation fee of \$1.50 per kilometer  
 \$100.00 per hour for labour to load livestock.

### ATTACHMENTS

By-law 004-23 contained in this agenda package

### STRATEGIC PLAN 2019 – 2022

Do the report's recommendations align with our Strategic Areas of Focus?

- Yes                       No                       N/A  
 Modernization and Efficiency       Partnerships  
 Municipal Infrastructure               Alignment and Integration

<b>Prepared By:</b>	Karren Wallace, Director Legislative Services/Clerk	<i>Karren Wallace</i>
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<b>Recommended By:</b>	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>
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## Staff Report

**To:** Mayor and Members of Council Meeting of February 6, 2023  
**From:** Brooke Lambert, Chief Administrative Officer  
**Subject:** Report CAO 2023-002 2022 Year in Review

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive Report CAO 2023-002 for information.

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CAO 219-003 Report to Council – Council Strategic Priorities 2019 – 2022  
 CAO 2019-005 Report to Council – Council Strategic Priorities – Update 1  
 CAO 2020-006 Council Strategic Priorities - Update 2

### BACKGROUND

2022 was a year of transition for the Township of Wellington North. The 2022 Year in Review outlines how the Township was able to contribute to the wellbeing of the community through the delivery of many core programs and services. It also includes the actions taken to address the priority areas in the 2018-2022 Strategic Plan over the last several years.

#### Core Program/Service Highlights

- Governance and Civic Engagement - A new Township Website, the 2022 Municipal Election, the transition to Hybrid Council meetings, Housing Forums as well as Volunteer celebrations.
- Corporate Services – Staff recruitment, retirements, and updates to the Townships Information Technology.
- Community Services – Upgrades to various recreation facilities, a focus on culture, public spaces and events and other investments to support operations.
- Environmental Protection – Watermain investments, exploration of new water sources and new water quality testing equipment.
- Development – Active promotion of local economic development opportunities and partnerships, review of planning frameworks, policies and required infrastructure for development.

- 
- Public Safety – Increased response to both emergency management calls (fire) and property standards complaints.
  - Transportation – Storm management, road improvements and fleet investments.

### **Strategic Plan Accomplishments**

Over the past several terms of Council, the Township of Wellington North has been developing its strategic planning framework. In 2019, the latest iteration of the plan was approved and focused on four priority areas. Some key Accomplishments are noted.:

- Modernization and Efficiency – Upgrading systems, software and processes.
- Partnerships – Saugeen Connects, Northern Wellington Economic Development, and Supporting community organizations that provide services and helping access funds through the Covid Response and Resilience program.
- Municipal Infrastructure – A new Wastewater Treatment Plant and a focus on Asset Management.
- Alignment & Integration – Working with other stakeholders to align efforts – Chambers, BIAs, Safety and Wellbeing. Continuing to advocate for community priorities.

The municipality also undertook several partnerships that provided valuable information on how to further modernize and leverage municipal services either within the organization or across municipal boundaries. This included the County Wide Service Review and 20 by 20 Opportunity Report (2019), the IT Service Delivery Review (2020), the By-Law and Property Standards Shared Service Agreement with Guelph, and the Fire Services Shared Service Agreement with Minto.

With the new term of Council underway, the Township will be starting the process to update its 2022- 2026 Strategic Plan. The first part of this process will be a statistically significant “Community Satisfaction Survey” – conducted by phone by Deloitte consultants in late February/Early March. The survey will ask participants about their satisfaction with Township services as well as their priorities for the future. If the community would like to provide feedback as part of the strategic plan, the public will also have the opportunity to respond to questions on the Township’s website.

### **Next Steps**

Continuing to communicate information broadly with the community is an important goal of the Township. The 2022 Year In Review was developed to share some of the activities that have taken place in the last year, as well as increase the level of accountability and transparency with the public. Reporting in this fashion is one way that the Township can demonstrate its commitment to providing a high level of service to the community, while adding value and using resources responsibly.

If received by Council, this draft document will be finalized, printed in hard copy and distributed to each household within the Township of Wellington North. It will also be made

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available at various Township facilities, as well as in electronic form on the Township's website.

### FINANCIAL CONSIDERATIONS

The budget for the design, printing and distribution of the 2022 Year In Review is approximately \$ 6,500.

### ATTACHMENTS

#### Attachment 1 – DRAFT 2022 Year In Review

### STRATEGIC PLAN 2019 - 2022

Do the report's recommendations align with our Strategic Areas of Focus?

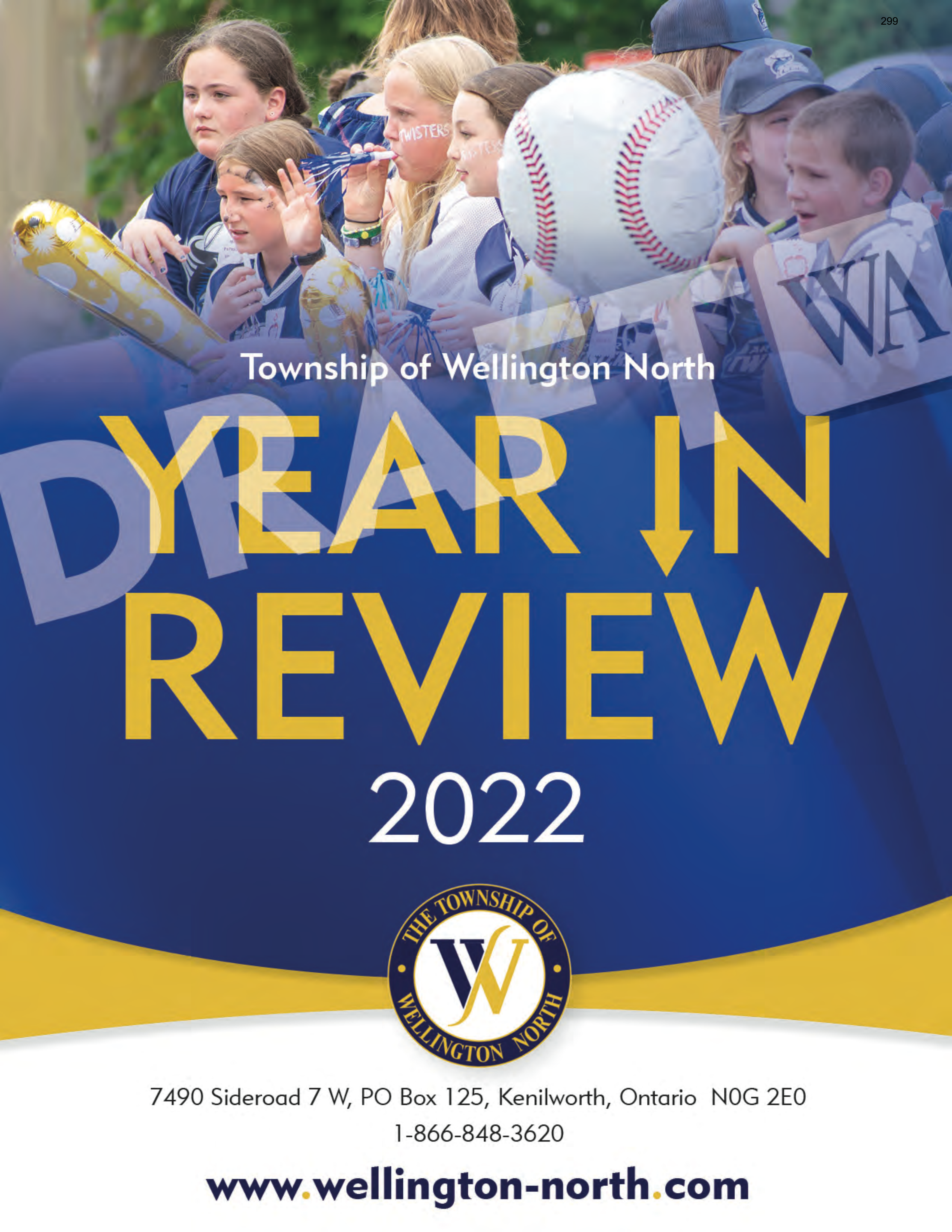
Yes                       No                       N/A

Which priority does this report support?

Modernization and Efficiency                       Partnerships  
 Municipal Infrastructure                       Alignment and Integration

<b>Prepared By:</b>	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>
<b>Recommended By:</b>	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>





Township of Wellington North

# YEAR IN REVIEW

2022



7490 Sideroad 7 W, PO Box 125, Kenilworth, Ontario N0G 2E0

1-866-848-3620

[www.wellington-north.com](http://www.wellington-north.com)



# FIND INSIDE

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- 5 STAFFING
- 5 MAP
- 6 PROGRAMS & SERVICES
- 7 MAYOR'S MESSAGE
- 8 2022 HIGHLIGHTS
- 12 STRATEGIC PLAN OVERVIEW



DRAFT

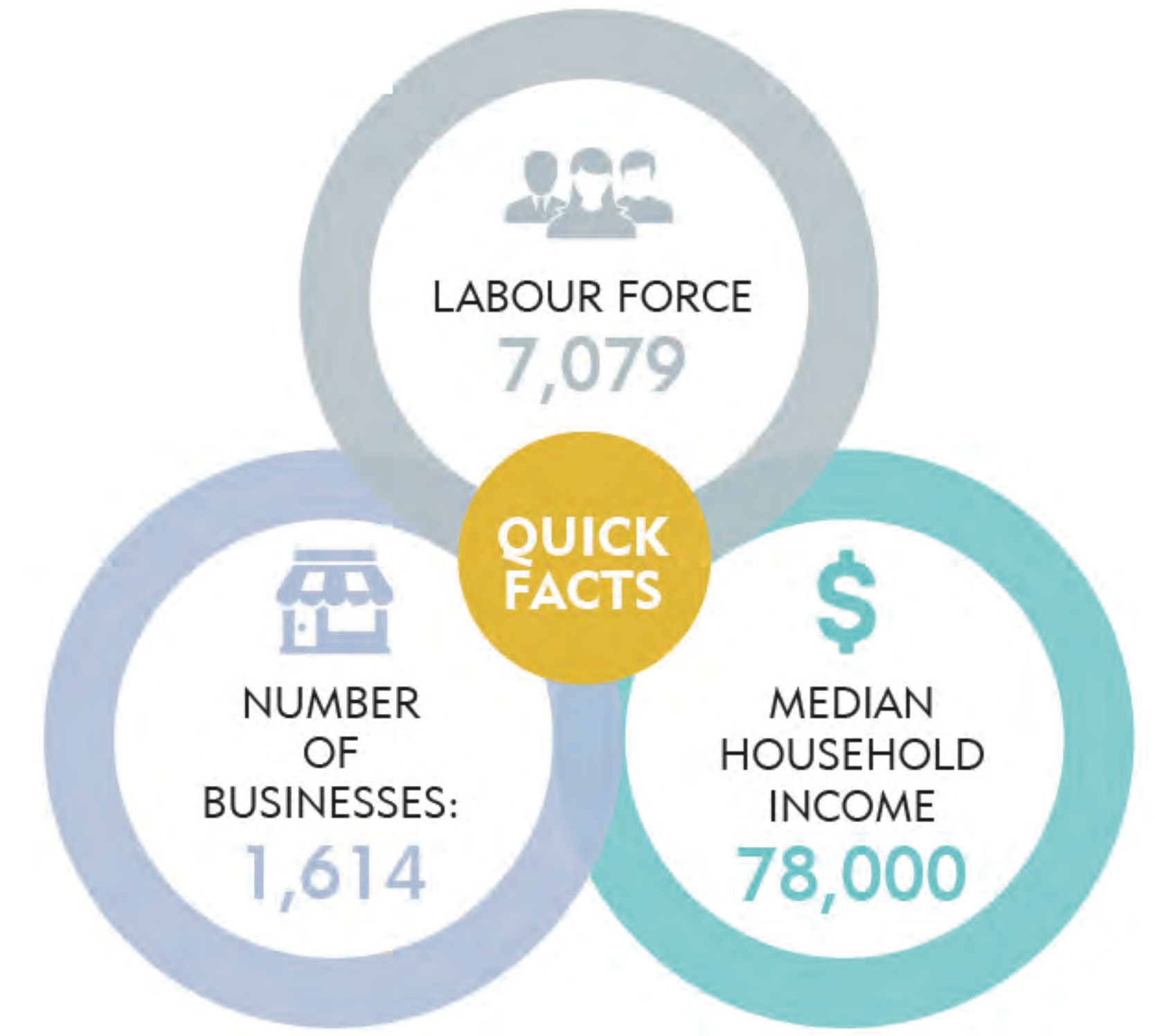
COVER PHOTO COURTESY OF THE WELLINGTON ADVERTISER  
INSIDE PHOTOS ARE COURTESY OF WELLINGTON NORTH STAFF AND THE WELLINGTON ADVERTISER

# INTRODUCTION

## The Township of Wellington North at a Glance

The Township of Wellington North was formed in 1999 with the amalgamation of the Town of Mount Forest, the Village of Arthur, the Townships of West Luther and Arthur, as well as some of the outlying areas in the Townships of Peel and West Garafraxa. Stretching over 526 square kilometres, it is now home to over 12,500 people – and is expected to grow to approximately 20,500 people by 2051 (an increase of more than 64%).

Wellington North is a well-diversified and evolving Township - with a strong industrial and manufacturing employment base, as well as a strong agricultural and agri-food business sector. The community is also home to many walking and cycling trails, unique stores and gift shops as well as many cultural and historical amenities and exciting events. This includes the Fireworks Festival, one of the top 100 festivals in Ontario.



ARTHUR 150 PARADE STREAMING DOWN GEORGE STREET, ARTHUR



BACK ROW, FROM LEFT: STEVE McCABE (WARD 4) AND SHERRY BURKE (WARD 2). FRONT: LISA HERN (WARD 3), MAYOR ANDY LENNOX AND PENNY RENKEN (WARD 1).



# TOWNSHIP OF WELLINGTON NORTH COUNCIL

The Township of Wellington North Council is governed by an elected Council of five members, who each serve a four-year term.

The Mayor and Council are responsible for developing the long-range vision for the future of the community. Council establishes policies that affect the overall operation of the township and are responsive to residents' needs and priorities.

To ensure that these policies are carried out and that the community receives the services they need, Council appoints a Chief Administrative Officer who is directly responsible for the Township's administration.



**THANK YOU**

We would also like to thank long time councillor **DAN YAKE**

for all his contributions to the Township - in his over 25 years of service.

## ADMINISTRATIVE STRUCTURE

The Senior Management Team is responsible for implementing the direction set out by Township Council, including providing efficient, high-quality services for the community as well as overseeing the sustainable and responsible use of township resources. It is led by the Chief Administrative Officer (CAO) and includes the Heads of the following departments:

- BUILDING
- CLERKS
- FINANCE
- FIRE
- HUMAN RESOURCES
- OPERATIONS
- ECONOMIC DEVELOPMENT

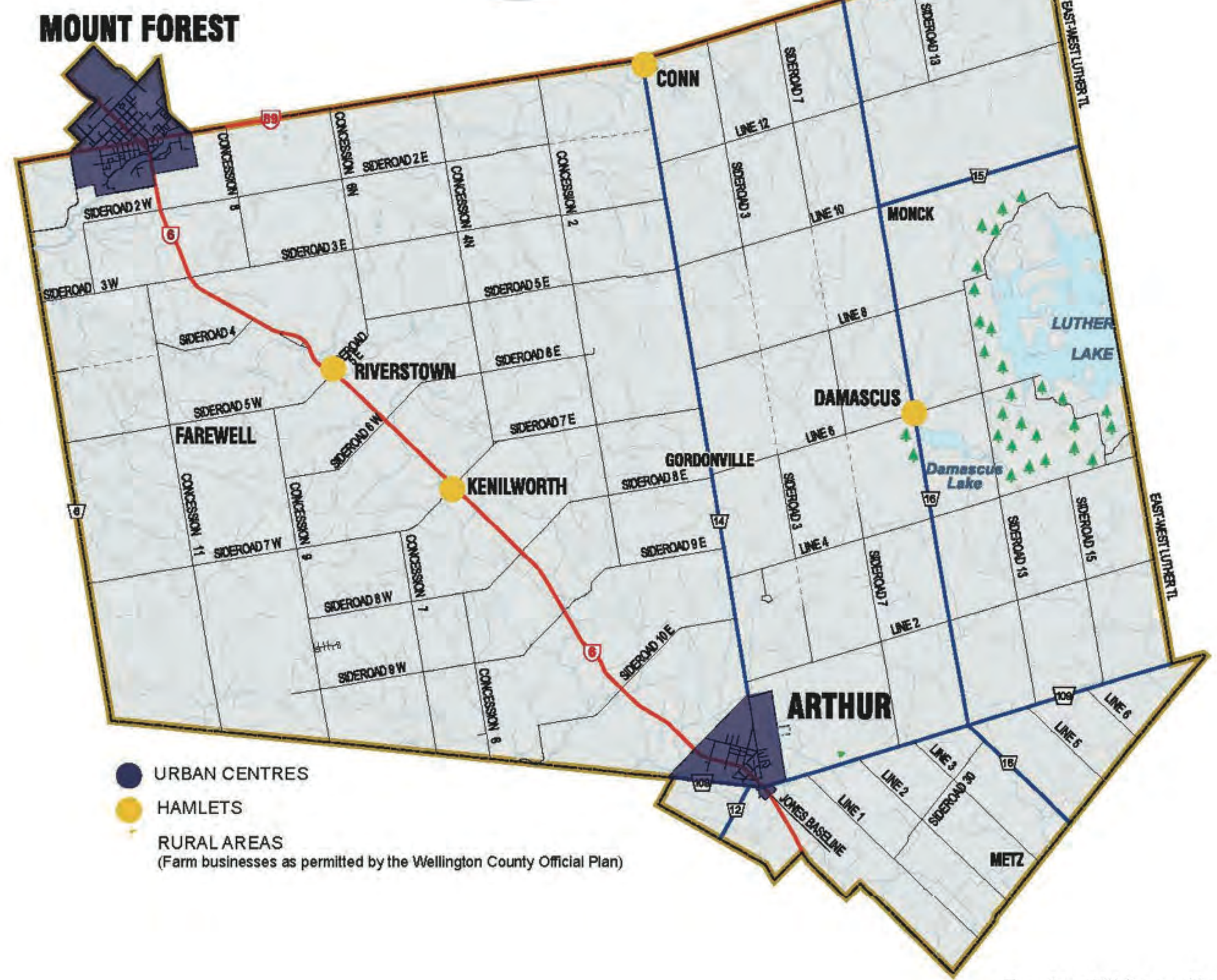
## STAFFING

**43** FULL TIME TOTAL  
 Full time non union: 24  
 Full time union: 19

**7** PART TIME

**40** VOLUNTEER FIREFIGHTERS

**15** SEASONAL OR TERM / TASK





# DID YOU KNOW

that the Township delivers **7** programs, with over **25** services?

THESE INCLUDE



## PLUS

The County of Wellington also delivers the following services to Township residents:

- Emergency Management
- Environment
- Garbage and Recycling
- Library
- Long term care
- Museum and Archives
- Planning and Development
- Roads



# MESSAGE FROM THE MAYOR



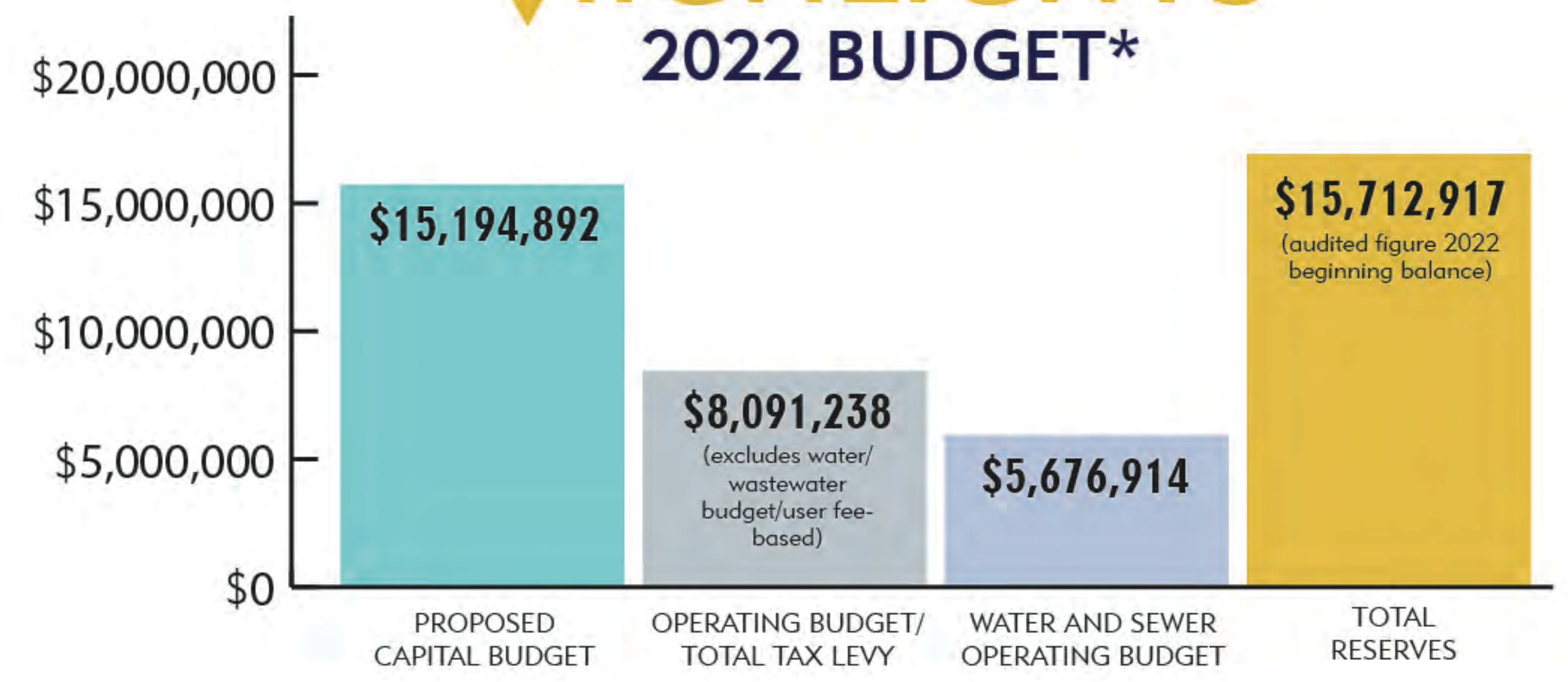
MAYOR ANDY LENNOX

The Township of Wellington North is a vibrant, beautiful place to live, work and play. While the past several years have had many challenges, I am proud to showcase the efforts of our committed Council, staff and community in this 2022 Year in Review.

2022 was a year of transition for the Township. Our community is growing and new development is creating attainable housing options for our residents – including purpose built rentals. We continue to support that growth with the infrastructure that’s also needed – this included several road and underground pipe reconstruction projects, the rehabilitation improvements to many of our recreational facilities (playgrounds, sports fields, and recreation centres).

Our Township is changing, but we continue to preserve and protect what makes us unique as a community. This is a community for everyone – and I want to congratulate the dedicated staff and community partners who have played a key role in these accomplishments.

## HIGHLIGHTS 2022 BUDGET\*





# HIGHLIGHTS SERVING YOU IN 2022

## PROGRAM HIGHLIGHTS

The 2022 Year in Review provides an overview of the Township's accomplishments during the past fiscal year. The following section includes some highlights of the projects and initiatives that were completed as part of the 7 core programs that the Township delivers.



DOWNTOWN ARTHUR 150 CELEBRATION AND PARADE



VETERAN JOHN WALSH HELPING TO CUT THE RIBBON FOR ARTHUR 150



BRENT BARNES MEMORIAL SKATEPARK

### GOVERNANCE AND CIVIC ENGAGEMENT

- Launched our new and improved **Township website** – which went live on February 3rd.
- The **Municipal Election** was held with a 36.7 % voter turn-out. The new 2022-2026 Council was sworn in on Monday, November 21.
- The Township implemented **Hybrid Council Meetings** to extend participation options to Council, staff and the public.
- Many deputations were received by the **Recreation Parks and Leisure Committee** – this forum continues to provide community members with the opportunity to speak and share ideas.
- Two **public Housing Forums** were held to help inform and prepare the community for the growth that is and will continue to occur in our community.
- In the spring a **volunteer celebration** was held in Arthur. This was followed by another **volunteer and newcomer celebration** held in Mount Forest in the fall. In total over 400 people attended both events.

### CORPORATE SERVICES

- Several key initiatives were undertaken to ensure that the Township has resources needed to deliver the services it is responsible for. This included, a Non-Union Wage Market Check, Union negotiations and recruitment for several administrative positions, including the Chief Administrative Officer, Treasurer, Human Resources Manager and Administrative Support.
- The Township also celebrated several **retirements of long-standing employees**. This included David Hill (46+ years of service), Doug McGilloway (18+ years of service), Marlin Herriott (45+ years of service) and George Laughlin (15+ years of service). Congratulations and all the best!!
- The Township transitioned to a **new Information Technology Service provider**. This process not only accomplished with minimal disruption, it also allowed staff to standardize many IT policies and procedures, upgrade to O365 premium, enhance our cyber protection and upgrade our telephone systems.

### COMMUNITY SERVICES

#### RECREATION:

- **The Campbell DeVore Playground** in Mount Forest was completely rehabilitated and made accessible (\$145,000 investment).
- **The Roy Grant Playground** in Mount Forest had an accessible play surface installed including a sidewalk from Parkside Drive (\$45,000 investment). New swings were also installed at Hutchison Park.
- Thanks to a generous community donation, the **Donald Ball Diamond** received new roofs over the dugout and the entire field was updated to "a red clay diamond".
- Council supported the subsidized **training of lifeguards** so that future staff will be ready to participate in our swimming programs in the future.
- **Mount Forest Outdoor Pool and Aquatics Centre** conceptual design was approved by Council following a public meeting that was held in March.
- **Brent Barnes Memorial Skatepark** was opened July 1st for the Arthur 150 with support from the Arthur Lion's Club.

#### PUBLIC SPACES:

- **The Mount Forest fairground improvements** were started by Township staff – special thanks to roads teams for support!
- **Rural Economic Development (RED) grant funding of \$30,000** obtained to support Mount Forest Downtown Revitalization programs in partnership with the Mount Forest BIA and included a downtown BMO parkette & mural, and downtown wifi.

#### EVENTS:

- **Arthur 150 celebration** was a hoot over the Canada Day weekend.
- **Fireworks Festival** was back with a blast in July!

#### OPERATIONS:

- The Township team took over **lawn mowing maintenance** in Mount Forest after the retirement of the long serving contractor.
- Four HVAC units were replaced on the **Mount Forest and District Sports Complex** following a damaging hailstorm.
- The Township purchased a **new ice re-surfacer** (\$100,000 investment).
- A generator was installed at the **Mount Forest and District Sports Complex** funded by an ICIP grant.
- The Township replaced the cooling tower expansion tanks for the **Arthur compressor plant**.

#### VOLUNTEER AND NEWCOMER CELEBRATION EVENTS





# HIGHLIGHTS SERVING YOU IN 2022

## PROGRAM HIGHLIGHTS

The 2022 Year in Review provides an overview of the Township's accomplishments during the past fiscal year. The following section includes some highlights of the projects and initiatives that were completed as part of the 7 core programs that the Township delivers.



GRAND OPENING OF THE ARTHUR OPTI-MRS PLAYGROUND.

LOUISE MARSHALL HOSPITAL



BRENT BARNES MEMORIAL SKATE PARK RIBBON CUTTING



MACDONALD-SCHWINDT SPLASHPAD TRIBUTE

### ENVIRONMENTAL PROTECTION

- A new watermain was installed on Queen Street East, east of Main Street, as part of the connecting link project (\$500,000 investment).
- A new watermain was installed on Domville as part of the reconstruction project (\$250,000 investment).
- The Township continued to seek and study a new water source for Arthur (\$100,000 investment). Initial findings were positive with further study recommended.
- The Water team purchased a new valve turning machine which is used to test and maintain the drinking water system (\$115,000 investment).

### DEVELOPMENT

#### ECONOMIC DEVELOPMENT:

- This was the ninth year for Wellington North Farmers Market (including 15+ vendors). 2022 was viewed as most successful year to date.

- The Township received the Digital Main Street Grant in the amount of \$58,700 – all to support small business take advantage of digital technologies.
- This was the third year supporting Youth Entrepreneurship (Student StartUp Program). Over the three years 147 students have participated.
- It was also the second year for Advancement of Women (AWE) program series of online webinars.
- 12 Community Improvement Plan applicants, approved for \$26,411 in funding.
- 36 organizations were also approved for \$51,895 in grants under the Grants & Donations Community Development Fund.
- The Shop Local Sidewalk Saturday events held in Arthur on July 2nd and in Mount Forest on August 13th.
- The Township also supported the Western Ontario's Warden Caucus, Workforce Strategy initiative and report and the WWD workforce planning board employer one survey.

### RECOGNITION

Congratulations to the Township and County Economic Development Teams for their work on the Farmers Market Box Program. This County-wide program won an Economic Development Council of Ontario (EDCO) Community Economic Development Award as well as a 2022 Excellence Award from The International Economic Development Council (IEDC). Way to Go!

#### DEVELOPMENT:

- Continued to move the servicing of the Wellington North owned West Grey Lands discussion forward with Wellington County & Grey County. Included in the MCR process for both counties.
- New roads, watermain, sanitary and storm sewers were installed and commissioned within the Cachet Development in Arthur.
- Sewage allocation policy was again brought forward through Council in April and remains a key policy of Council in the regulation / control of development.
- County continued to work through their Municipal Comprehensive Review of the Official Plan with support of local Council and staff.

### BUILDING SERVICES

2022 was a record year for Building Services with:

- 414 building permits issued worth \$110,357,371 in construction value
- 248 residential building permits resulting in 269 new dwellings
- 34 industrial, commercial, institutional building permits
- 74 agricultural building permits
- 30 septic system permits
- 22 demolition permits

#### BY-LAW ENFORCEMENT (City of Guelph Contract)

- 194 Property Standard complaints received, with 11 cancelled and 176 resolved. As of December 2022, 7 complaints were open with by-law officers working towards compliance with property owners.

### TRANSPORTATION

- The Queen Street East, east of Main St, was reconstructed using Connecting Link funding from the province.
- The Township studied storm water management in the Birmingham East / London Road area of Mount Forest.
- Detailed storm mapping was developed for the Township's provincial submission for its Consolidated Linear Infrastructure Environmental Compliance Approval certificate.
- The Township replaced ~ \$1 million dollars of existing vehicles and equipment.

### PUBLIC SAFETY

#### WELLINGTON NORTH FIRE

Responded to approximately 367 calls between the Mount Forest and Arthur Stations. This included:

- 23 Fire
- 59 Rescue
- 107 Medical
- 18 Public Hazard
- 160 Other
- Averaged 209 training hours per month

DIGITAL MAIN STREET'S NEILA



WATER STAFF



FARMERS' MARKET

RECREATION STAFF





# STRATEGIC PLAN OVERVIEW

Over the past several terms of Council, the Township of Wellington North has been developing its strategic planning framework.

The following highlights some of the main accomplishments of the previous strategic plan over the last 4 years.

## FOCUS AREA



DOWNTOWN BMO PARKETTE, MOUNT FOREST BIA

WELLINGTON NORTH SHUFFLEBOARD



ST. PAUL'S UNITED CHURCH FEATURED "PUMPKINFEST" FOR WELLINGTON NORTH CULTURE DAYS



MOUNT FOREST LAWN BOWLING

In 2019, the latest iteration of the plan was approved and included four priority focus areas:

-  MODERNIZATION AND EFFICIENCY
-  PARTNERSHIPS
-  MUNICIPAL INFRASTRUCTURE
-  ALIGNMENT AND INTEGRATION

## MODERNIZATION AND EFFICIENCY

The Township focused on this priority by:

- 1 Upgrading systems and processes** to allow for electronic planning and development submissions – a key improvement that kept business moving smoothly through the disruptions caused by the Pandemic.
- 2 Implementing several new software systems**, allowing the organization to streamline operations and improve information and reporting capabilities (for example, joining "Sourcewell" – a cooperative municipal purchasing platform).
- 3 Embracing hybrid council meetings** to encourage more flexible options for community participation in decision making.
- 4 Undertaking several key studies**, including the County Wide Service Review (2019) and the IT Service Delivery Review (2020) to identify opportunities for collaboration, efficiency, and service improvements.
- 5 Establishing service agreements** that leveraged Township resources to find new efficiencies, expand capacity or improve service levels (Minto/WN Fire Services Partnership, County Planning Relationship, Guelph By-Law).

## PARTNERSHIPS

The Township focused on this priority by:

- 1 Supporting the Saugeen Connects partnership** with Minto, West Grey, Aaran-Elderslie, Brockton, Town of Hanover, and the Saugeen Economic Development Corporation. In 2022 the partnership expanded to include South Bruce as well. The focus for this team effort includes: Youth Entrepreneurship, advancement of women and workforce development/attraction programs.
- 2 Participating in the Northern Wellington Economic Development partnership** with Minto & Mapleton. This work has focused on encouraging "the Digital Main Street" as well as leveraging our tourism & promotion dollars.
- 3 Developing a Volunteer Engagement Program.** This program has been a huge success with 20+ organizations setting up information booths to support our Newcomer Celebrations. Congratulations go to our "Volunteer of the Year" Faye Craig (2021) and Kay Ayres (2022).
- 4 Supporting the Mount Forest Lawn Bowling and New Growth Family Centre** that enabled both groups to receive Emergency Community Support Funds from the CW Community Foundation.
- 5 Submitting several successful grant applications;** Connecting Link (George/Smith & Queen East Street); Modernization Funding (multiple projects); ICIP Green Stream (Mount Forest standpipe).
- 6 Accessing funds related to the Covid Response and Resilience program** – this included the ICIP COVID Resilience fund that helped support Arthur Sidewalk Improvements, and the Mount Forest and District Sports Complex Generator.

BELOW PHOTO SHOWS A LAWN THAT WAS "FLOCKED" IN MOUNT FOREST. THIS WAS A MOUNT FOREST AQUATICS AD HOC ADVISORY COMMITTEE FUNDRAISING ACTIVITY.





# STRATEGIC PLAN OVERVIEW

Over the past several terms of Council, the Township of Wellington North has been developing its strategic planning framework.

The following highlights some of the main accomplishments of the previous strategic plan over the last 4 years.

FOCUS AREA



INSTALLING OF ROADS AND CULVERTS

## WHAT'S NEXT

IT'S AN EXCITING TIME IN WELLINGTON NORTH!

While the past several years have certainly had their challenges, this is a time to continue talking about what is important to our community.



WE WANT TO HEAR FROM YOU!

The Township of Wellington North is starting to develop its new STRATEGIC PLAN for the 2022-2026 Term of Council.



GET INVOLVED AND SHARE YOUR IDEAS.

Visit: [www.wellington-north.com](http://www.wellington-north.com) for more information.

### MUNICIPAL INFRASTRUCTURE

The Township focused on this priority by:

- 1 Completing Phase 1 of the Arthur Wastewater Treatment Plant (2020).
- 2 South Water St. Sewage Pumping Station Design in Mount Forest.
- 3 Queen St E, Domville St, Isabella St, Georgina St, William St, Fergus St S.
- 4 Sidewalk projects including Eastview Dr, King St E, Durham St E, Princess St.
- 5 A strong rural and urban resurfacing (asphalt) program.
- 6 Strong bridge rehabilitation and replacement program.
- 7 A \$1.1 million investment in the Arthur and Area Community Centre investment for the replacement of its ice surface (2021).
- 8 The addition of back-up generator at the Mount Forest & District Sports Complex.
- 9 The full rehabilitation of two recreation playgrounds (Opti-MRS in Arthur, Campbell DeVore in Mount Forest).
- 10 The completion of Asset Management Plan (2021), Development Charges Study (2021), Water and Sewer Rates Study (2020), Water and Sewer Infrastructure Technical Update (2020) and Recreation Master Plan (2018).

### ALIGNMENT AND INTEGRATION

The Township focused on this priority by:

- 1 **Strengthening our local Business Improvement Areas (BIAs) and Chambers of Commerce.** Over the past few years Memorandums of Understanding (MOUs) have been established with both the Arthur and Mount Forest Chamber of Commerce. A new BIA has been established in Arthur and a revitalized BIA in Mount Forest. This has resulted in a renewed focus on downtown revitalization with several exciting initiatives.
- 2 **DID YOU KNOW:** the Wellington North Community Improvement Program has been in place in WN since 2012? Over the last ten years, 150 applicants have been approved - supporting \$3.6 million in improvements (86% invested by applicants and 14% from grants). The Township is currently updating our CIP to consolidate a number of existing grants and to include a green energy grant. It is anticipated that this new CIP will be presented to Council in 2023.
- 3 Working with our partners at the County as well as the OPP to develop and implement a **Community Safety and Wellbeing Plan.**
- 4 Continuing to **adapt and implement changes in provincial legislation**, such as Development Charges Changes Act and many others – advocating for the Township's interests.



QUEEN ST. EAST, MOUNT FOREST





# Township of Wellington North



7490 Sideroad 7 W,  
 PO Box 125,  
 Kenilworth, Ontario N0G 2E0  
 1-866-848-3620

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DRAFT WA





**WELLINGTON NORTH**  
SEMPER PORRO

## Staff Report

**To:** Mayor and Members of Council Meeting of February 6, 2023  
**From:** Brooke Lambert, Chief Administrative Officer  
**Subject:** Report CAO 2023-003 Municipal Modernization & Efficiency Project(s) Update

### RECOMMENDATION

**THAT** Council of the Township of Wellington North receive Report CAO 2023-003 for information.

**AND FURTHER THAT** Council of the Township of Wellington North endorse utilizing Municipal Modernization Funds to proceed with the following projects:

- Keyless Entry Control
- Asset Management System
- MF Sportsplex Improvements
- Records Management Software/Scanning Project
- Community Satisfaction Survey (Strat Plan) Approved
- WN Fire Services Review
- Growth Management Strategy Update

### PREVIOUS PERTINENT REPORTS/BY-LAWS/RESOLUTIONS

CAO 2021-007 Municipal Modernization & Efficiency Project(s)

HR 2021-003 Recommendations of the Township's Looking Ahead Committee

DCF 2021-004 Fire Service Modernization

HR 2021-001 Website Refresh

CAO 2020-006 Council Strategic Priorities 2019-2022 Update 2

CAO 2019-005 Council Strategic Priorities – Update 1

CAO 2019-001 Provincial Modernization, Efficiency Grant

## BACKGROUND

### Provincial Modernization, Efficiency Grant

In March of 2019 the Minister of Municipal Affairs sent letters to the heads of 405 municipalities advising of a one-time distribution of funds (\$200M) to assist “small and rural municipalities’ efforts to become more efficient and reduce expenditure growth in the longer term.” The township of Wellington North received \$618,175.

### Fund Status

This funding allowed the Township to proceed with projects including the completion of a County-wide service review that identified potential opportunities for partnership and further efficiency. It also allowed Council to allocate funding towards future projects in order that, should their be additional iterations of the Modernization & Efficiency Grant, the Township might be eligible (see Report CAO 2021-007).

To date, approximately 12 projects have been completed or initiated using this funding. This includes:

- County Service Delivery Review (2019)
- Implementation of Docusign (2019)
- Asset Management Plan (2021)
- IT Initiatives (2021)
- Fire Modernization (2021)
- Downtown Mount Forest Wi-fi (2021)
- Website Redesign (2021/22)
- Kenilworth Mailroom Improvements (2021)
- Shared By-Law Enforcement Partnership (2022)
- Fibre Install, Kenilworth (2022)
- MF Sports Complex Workstation (2022/23)
- Radio/Dashcam Fleet (2022)

### 2023 Allocations

Staff have undertaken a review of the remaining funding and projects that were identified as part of the last report to Council. Based on this review, the following revisions are recommended.

#### Removing:

- Hybrid Vehicles and Charging Station in Kenilworth (\$100,000)
- Security Cameras at Township Facilities (\$4,000)
- Township Service Delivery Review (\$84,000)

**Why?** The priority of these projects has shifted and immediate/short term action is not required. Staff will continue to evaluate the need for these initiatives and will include as appropriate in future budget discussions.

---

**Updating Project Estimates:**

- City Wide Asset Management (\$174,781)
- Records Management Software (\$50,000)

**Why?** More detailed cost estimates have since been provided to the Township allowing greater clarity on the required budget.

**Adding:**

- Community Satisfaction Survey (\$15,000 – Council approved Budget Dec. 2022)
- Fire Services Review (\$30,000)
- Growth Management Update (\$50,000)

**Why?**

- The Township is undertaking its new strategic plan. Total funding in the amount of \$40,000 was approved for this work, \$25,000 being available through DCs. It is recommended that this fund be used for the balance of the costs needed to undertake the Community Satisfaction Survey (\$15,000).
- The Fire Services Partnership Pilot has been in place for 2 years. Staff feel it is an appropriate time to undertake a review to evaluate the arrangement and identify how it is working and any lessons learned to date.
- Growth continues to be an important issue in the Township. With changing legislation, funding pressures and community expectations, an update to the plan as well as an opportunity for community dialogue is recommended.

The full list of recommended projects for 2023 is included in Attachment 1.

**FINANCIAL CONSIDERATIONS**

The reallocation of the modernization fund to the identified seven projects does not create any new drawdown on the reserve fund but rather repurposes money saved from cancelled projects. However, these capital projects can potentially increase the operating cost from 2024 onward. The operating cost is due to the licensing nature of the software. Asset Management System and Record Management System are expected to add \$21,800 to the operating budget in 2024 and beyond.

<b>Projects</b>	<b>Year</b>	<b>Expenses</b>	<b>Fund Balance</b>
Receipts of the fund - Mar 29, 2019	2019		(618,175)
Allocation to County for Service Delivery Study	2019	14,806	
Allocation to DocuSign Licensing Costs	2020	4,388	
Allocation to Asset Management Initiatives	2021	15,000	
Allocation to IT Initiatives	2021	77,700	
Allocation Fire Modernization	2021	24,000	
Allocation to MF Downtown WiFi	2021	5,000	
Allocation for Website Redesign	2022	58,500	
Allocation to Kenilworth Mailroom Enhancement	2022	12,000	
<b>Revised Allocation</b>			
Keyless Entry Control	2023	12,000	

Asset Management System	2023	174,781	
MF Sportsplex Improvements	2023	75,000	
Records Management Software/Scanning Project	2023	50,000	
Community Satisfaction Survey (Strat Plan)	2023	15,000	
WN Fire Services Review	2023	30,000	
Growth Management Strategy Update	2023	50,000	
<b>Total</b>		<b>618,175</b>	<b>(618,175)</b>

## ATTACHMENTS

### Attachment 1 – 2023 Modernization Projects

#### STRATEGIC PLAN 2019 - 2022

Do the report's recommendations align with our Strategic Areas of Focus?

Yes
  No
  N/A

Which priority does this report support?

Modernization and Efficiency
  Partnerships  
 Municipal Infrastructure
  Alignment and Integration

<b>Prepared By:</b>	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>
<b>Recommended By:</b>	Brooke Lambert, Chief Administrative Officer	<i>Brooke Lambert</i>

## Attachment 1 - 2023 Modernization Projects

<b>Project</b>	<b>Year</b>	<b>Cost Estimate</b>	<b>Annual Operating Cost</b>	<b>Notes</b>
Keyless Entry Control	2023	\$12,000	NA	Key fobs for entry to all facilities
Asset Management System	2023	\$ 174,781	≈ \$15,000	City Wide software to support Asset Management
MF Sportsplex Improvements	2023	\$75,000	NA	New staff workspace in Upper Leisure Hall
Records Management Software/Scanning Project	2023/24	\$50,000	≈ \$6,800	Transition to electronic files
Community Satisfaction Survey (Strat Plan) Approved	2023	\$15,000	NA	Consultant services to conduct a significantly significant community survey that quantifies satisfaction of services and helps identifies strategic priorities.
WN Fire Services Review	2023	\$30,000	NA	Consultant services to review the WN Fire Services Partnership, operations and services.
Growth Management Strategy Update	2023/24	\$50,000	NA	Consultant services to update the Growth Management strategy and develop an implementation plan





**The Corporation of the Municipality of West Grey  
 Notice of Application and Public Meeting for a Proposed  
 Zoning Bylaw Amendment  
 The Planning Act, RSO 1990, as amended**

**Take notice** that Council of the Corporation of the Municipality of West Grey is in receipt of a complete application to amend the Municipality of West Grey Comprehensive Zoning Bylaw.

**And take further notice** that Council of the Corporation of the Municipality of West Grey has appointed **Tuesday February 21<sup>st</sup>, 2023 @ 2:00pm**. for the purpose of a public hearing into this matter to consider the proposed zoning bylaw amendment under section 34 of the Planning Act, R.S.O. 1990, as amended.

**The hearing will be held electronically.**

**THIS IS AN ONLINE MEETING we are using the ZOOM meeting software – audio only. To join the meeting through your computer (or smartphone with the ZOOM app) go to:**

<https://calendar.westgrey.com/meetings>

**Click on the meeting and the Zoom information and instructions will be displayed in the details.**

<b>File No.:</b>	ZA24.2022
<b>Name of Owner:</b>	JMAR Meats (Bauman, Aaron and Laura)
<b>Name of Applicant/Agent:</b>	JAMIESON, Matt
<b>Subject Property</b>	
<b>Municipal Address:</b>	311050 Highway 6
<b>Legal Description:</b>	CON 1 PT; DIV 2, LOT 32; RP17R1916, PT 1
	Geographic Township of Normanby
	Municipality of West Grey, County of Grey
<b>Roll No.:</b>	4205.010.0070.2600.0000

**Purpose & Effect:**

The purpose of the application is to change the zone symbol on the subject lands from C3-239 (neighbourhood commercial with exception) to M1-472 (industrial with exception). The effect of which will permit the use of the lands for a meat processing facility but shall not include an abattoir.

Property owners within 120 metres of the subject land are hereby notified of the above <sup>314</sup> application for a zoning bylaw amendment.

**Any person** may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed zoning bylaw amendment. If you wish to be notified of the decision of Council in respect of the proposed zoning amendment, you must make a written request to the West Grey Clerk's Department.

A copy of the decision, with a notice of the last day for appealing to Ontario Land Tribunal (OLT), will be sent no later than ten days from the decision being made to the applicant and any individual who appeared in person (electronically) at the public hearing and who requested the Clerk's department provide written notification of the decision.

A person or public body may appeal the decision if they have made an oral submission at this public meeting or a written submission to the Municipality of West Grey's Clerk's department prior to the passing of the bylaw. The Ontario Land Tribunal (OLT) may or may not consider an appeal from a person or public body if they have not made an oral submission at this meeting or a written submission to the Municipality of West Grey's Clerk's department prior to the passing of the bylaw.

Additional information regarding the application is available Monday to Friday 8:30 A.M. to 4:30 P.M. from the Municipality of West Grey Municipal Office.

When requesting information please quote File No. **ZA24.2022**

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Dated this 10<sup>th</sup> day of January 2023.

Lorelie Spencer Ba.U.R.Pl, MCIP RPP  
Manager of Planning and Development  
519-369-2200 ext.236  
[lspencer@westgrey.com](mailto:lspencer@westgrey.com)

#### APPLICATION SKETCH





# Township of Wellington North

P.O. Box 125 • 7490 Sideroad 7 W • Kenilworth • ON • N0G 2E0

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**FOR IMMEDIATE RELEASE  
JANUARY 26, 2023**

## **MEDIA RELEASE**

### **COUNCILLOR STEVE MCCABE ELECTED TO RURAL ONTARIO MUNICIPAL ASSOCIATION (ROMA) BOARD OF DIRECTORS**

KENILWORTH

Mayor Lennox and members of Wellington North Township Council are pleased to announce that Councillor Steve McCabe has been elected as the Zone 2 representative to the Rural Ontario Municipal Association (ROMA) Board of Directors at their 2023 conference.

ROMA promotes, supports and enhances strong and effective rural governments. About 270 of Ontario's 444 municipalities have populations of less than 10,000, while scores more are rural in character. The rural arm of the Association of Municipalities of Ontario, ROMA advocates for policies and programs that will help build thriving rural Ontario communities.

"We are proud to support Councillor McCabe while he helps bring the rural perspective to the provincial table"

-Mayor Andy Lennox

"I am both thrilled and honoured to have been elected by my peers to serve as the ZONE 2 representative. I look forward to helping bring a strong rural influence on current and emerging issues facing rural Ontario municipalities."

-Councillor Steve McCabe

-30-



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January 27, 2023

Wellington County  
Member Municipality Clerks

Amanda Knight, Township of Guelph/Eramosa  
Lisa Champion, Town of Erin  
Kerri O'Kane, Township of Centre Wellington  
Larry Wheeler, Township of Mapleton  
Annilene McRobb, Town of Minto  
Karren Wallace, Township of Wellington  
Courtenay Hoytfox, Township of Puslinch

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[kwallace@wellington-north.com](mailto:kwallace@wellington-north.com)  
[choytfox@puslinch.ca](mailto:choytfox@puslinch.ca)

Good afternoon,

At its meeting held January 26, 2023 Wellington County Council approved the following recommendation from the Planning Committee:

**That the County Official Plan Review Report – Progress Report 8 be received for information; and**

**That the County Clerk forward the report to member municipalities.**

Enclosed is the County Official Plan Review – Progress Report 8.

Should you have any questions, please contact Sarah Wilhelm, Manager of Policy Planning at [sarahw@wellington.ca](mailto:sarahw@wellington.ca).

Sincerely,

Kim Courts  
Deputy Clerk





# COUNTY OF WELLINGTON

## COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** Sarah Wilhelm, Manager of Policy Planning  
**Date:** Thursday, January 12, 2023  
**Subject:** County Official Plan Review – Progress Report #8



PLANWELL

### 1.0 Purpose

This progress report for the County Official Plan Review carries forward information from the last progress report in October 2022 (PD2022-23) for reference and also covers the period from October to December, 2022.

### 2.0 Key Updates

June to September 2022	October to December 2022
<ul style="list-style-type: none"> <li>County Growth Structure Official Plan Amendment (OPA 119) was submitted to the Ministry of Municipal Affairs and Housing and deemed complete June 9, 2022.</li> <li>The 120-day decision deadline would have been October 7, 2022 but has been extended beyond that date by the Province.</li> </ul>	<ul style="list-style-type: none"> <li>The Ministry of Municipal Affairs and Housing (MMAH) posted OPA 119 on the Environmental Registry of Ontario (ERO) for a 30-day comment period on September 8, 2022.</li> <li>MMAH reposted OPA 119 on the ERO for comments from December 5, 2022 until January 4, 2023.</li> </ul>
<ul style="list-style-type: none"> <li>County Growth Forecast Official Plan Amendment (OPA 120) has been prepared in draft and circulated for comment.</li> </ul>	<ul style="list-style-type: none"> <li>The open house for OPA 120 was held December 15, 2022 and the public meeting will be held January 12, 2023.</li> </ul>
<ul style="list-style-type: none"> <li>Phase 2 Land Needs Assessment technical report has been finalized and was approved in principle by County Council on September 29, 2022.</li> </ul>	<ul style="list-style-type: none"> <li>No further updates at this time</li> </ul>
<ul style="list-style-type: none"> <li>The Agricultural Policy and Mapping Review component of the Municipal Comprehensive Review (MCR) is ongoing. Preliminary Draft Agricultural System mapping refinements are being reviewed by County planning staff.</li> </ul>	<ul style="list-style-type: none"> <li>Draft Agricultural System mapping and accompanying refinement recommendations for the entire County are almost complete. When finished, County staff will begin the public, agency and stakeholder engagement on the proposed mapping. Unfortunately, the County has experienced consultant delays with this work.</li> </ul>

Further information about the Official Plan Review, including County Planning Committee Reports, is available at the project website: [www.wellington.ca/planwell](http://www.wellington.ca/planwell).

### 3.0 Work Plan

Together with WSP planning consultants, planning staff have begun Phase 3: the next phase of the MCR component of the Official Plan Review. Phase 3 implements and builds upon the technical work completed by Watson & Associates and approved in principle by County Council (Phase 1 - Growth Structure and Allocations and Phase 2 - Land Needs Assessment). The Phase 3 growth management work has been divided into an urban and a rural component (Phase 3A and 3B respectively). While both parts of Phase 3 are important, work on Urban Phase 3A has started first because this allows policy staff to manage in-house and consulting resources more effectively. A delay in Rural Phase 3B also allows for:

- the County to wait for the Provincial pause to be lifted on OPA 119, which has more implications for the rural growth component of the MCR (e.g. Regionally Significant Economic Development Study Area, Hamlet of Puslinch, etc.);
- the results of the Agricultural System mapping review to be considered; and
- consideration of the new Provincial planning policy framework (discussed below) which may introduce increased flexibility for rural growth.

#### 3.1 Bill 23 and the Provincial Planning Policy Framework

Planning staff provided an overview report on the More Homes Built Faster Act, 2022 (Bill 23) in early November 2022 (PD2022-26). Much has changed since then. In a letter of December 22, 2022 (attached) Minister Clark provided an update concerning Bill 23 and other recent legislative and regulatory changes the Government has made.

As part of Bill 23, the Province is undertaking a housing-focused review and consideration of integrating the Provincial Policy Statement and Growth Plan for the Greater Golden Horseshoe. While planning staff agree that streamlining these policy documents would be beneficial, the implications of this future Provincial planning document on our work are unknown. For this reason, we do not recommend initiating the Phase 3A Policy Review at this time but have begun the Settlement Area Land Review. The main objectives of the Settlement Area Land Review are to identify, evaluate and recommend the following within Wellington's Urban Centres:

- Future Development lands to be re-designated for community area use in Wellington North, Minto and Mapleton (Erin also has lands to be re-designated, but they are part of the Town's Official Plan);
- Excess community area land and excess employment area land to be delineated in Wellington North, Mapleton and elsewhere, if applicable; and
- a possible new mixed-use commercial/residential designation County-wide.

County planning staff will continue to engage with municipal staff as part of the MCR effort, including Phase 3A kick-off meetings which focus on the individual needs of each municipality. Some meetings have been held (Wellington North and Minto), are scheduled (Mapleton) and are in the process of being scheduled (Erin, Guelph/Eramosa and Puslinch). While discussions with Centre Wellington staff

on addressing urban land need/settlement area boundary expansions are ongoing, the outcomes will follow later this year.

Staff will continue to monitor available information about the new Provincial planning policy document and other changes that might impact the MCR, engage with MMAH staff about our work plan and make necessary adjustments to our approach.

### **3.2 Greenbelt Expansion**

In addition to Bill 23, the Province also released a proposal to remove or re-designate 7,400 acres from the Greenbelt area for urban development. These removals were to be largely offset by adding approximately 7,000 acres of rural land in Erin to the Greenbelt. While the County requested consideration of removals from the Greenbelt (known as “whitebelt” areas) to support employment growth in Erin and rounding out of Morriston, the Province approved the Greenbelt amendments as proposed without modifications.

## **4.0 Recommendations**

That the report “County Official Plan Review – Progress Report #8” be received for information; and

That the County Clerk forward the report to Member Municipalities.

Respectfully submitted,



Sarah Wilhelm, MCIP, RPP  
Manager of Policy Planning

Attachment #1      December 22, 2022 letter Re: Bill 109, 2022 and Bill 23, 2022 (MMAH)  
Attachment #2      December 16, 2022 letter Re: Greenbelt Amendments (MMAH)

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

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Tel.: 416 585-7000**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000

Ontario

234-2022-6136

December 22, 2022

Dear Head of Council:

Ontario's housing supply crisis is a problem which has been decades in the making. It will take both short-term strategies and long-term commitment from all levels of government, the private sector, and not-for-profits to drive change. Each entity will have to do their part to be part of the solution.

To help support this important priority, I am pleased to provide you with an update on recent legislative and regulatory changes our government has made to help get 1.5 million homes built over the next 10 years.

**Bill 109, the *More Homes for Everyone Act, 2022***

Bill 109, the More Homes for Everyone Act, 2022, was introduced on March 30, 2022 and received Royal Assent on April 14, 2022.

As part of the government's More Homes for Everyone Plan, Schedule 5 of Bill 109 made changes to the Planning Act. Consequential changes were also made to the City of Toronto Act, 2006.

Most of the Planning Act changes are now in effect except for the zoning and site plan control fee refund provisions, which are due to come into force on January 1, 2023. However, I am committed to bringing forward legislation to delay the effective date of the fee refund changes from January 1, 2023 to July 1, 2023. These legislative changes would be introduced in the new year.

In the event that any fee refunds become due to applicants before these legislative changes are made, municipalities might consider not issuing refunds in the interim given my express commitment to introduce legislation that, if passed, would retroactively cancel the requirement.

You can find more information about Bill 109 on the Environmental Registry of Ontario ([019-5284](#)), and the Ontario Legislative Assembly [website](#).



**Bill 23, More Homes Built Faster, 2022**

Bill 23, the More Homes Built Faster Act, 2022, was introduced on October 25, 2022, and received Royal Assent on November 28, 2022.

To support More Homes Built Faster: Ontario's Housing Supply Action Plan: 2022–2023, Schedule 9 of Bill 23 made changes to the Planning Act. Schedule 1 of Bill 23 also made similar changes to the City of Toronto Act, 2006 related to site plan provisions. Schedule 3 of Bill 23 made changes to the Development Charges Act.

The planning-related and municipal development-related charges changes came into force on November 28, 2022, except for provisions related to removal of planning responsibilities from certain upper-tier municipalities, certain provisions related to parkland dedication, and exemptions from municipal development-related charges for affordable and attainable housing, which will come into force on a day in the future to be named by proclamation. Provisions related to Conservation Authorities will take effect January 1, 2023.

Bill 23 also made changes to legislation led by other ministries. Please see Appendix A for an overview of the effective dates of the Bill 23 changes by schedule.

You can find more information about Bill 23 on the Environmental Registry of Ontario ([019-6163](tel:019-6163)), and the Ontario Legislative Assembly [website](#).

**Bill 3, the Strong Mayors, Building Homes Act, 2022 and Bill 39, the Better Municipal Governance Act, 2022**

Bill 3, the Strong Mayors, Building Homes Act, 2022, was introduced on August 10, 2022, and received Royal Assent on September 8, 2022. Bill 3 and associated regulations ([O. Reg. 529/22](#) and [O. Reg. 530/22](#)) came into force on November 23, 2022.

Bill 39, the Better Municipal Governance Act, 2022, was introduced on November 16, 2022, and received Royal Assent on December 8, 2022. Bill 39, amendments to associated regulations ([O. Reg. 581/22](#) and [O. Reg. 583/22](#)), and additional regulations to prescribe provincial priorities ([O. Reg. 580/22](#) and [O. Reg. 582/22](#)) came into force on December 20, 2022. Additional details can be found in Appendix B and on the Ontario Legislative Assembly's website ([Bill 3](#) and [Bill 39](#)).

Sincerely,



Steve Clark  
Minister

c: Chief Administrative Officer

## Appendix A

### Effective Dates for Bill 23, the More Homes Built Faster Act, 2022

Schedule	Effective Date
Schedule 1: City of Toronto Act, 2006	<p>All of the changes in Schedule 1 (City of Toronto Act) came into force on the day the bill received Royal Assent.</p> <p>Note: The legislative changes to the City of Toronto Act include amendments that give the Minister of Municipal Affairs and Housing authority to make regulations imposing limits and conditions on how municipalities can regulate the demolition and conversion of residential rental properties of six units or more. No regulations have been made at this time.</p>
Schedule 2: Conservation Authorities Act	<p>Changes in Schedule 2 (Conservation Authorities Act) came into force the day the bill received Royal Assent, except for:</p> <ul style="list-style-type: none"> <li>• On January 1, sections related to streamlining disposition of lands for CAs comes into force which would allow CAs to sell or lease land without Minister’s approval provided they follow rules around public consultation and notifications.</li> <li>• Also on January 1, sections that enable the Minister’s ability to issue direction to freeze fees and ability to scope CA commenting on development applications and land use planning policies through regulation, would come into force but only have effect when the Minister issues direction on fees or if a regulation prescribing Act under which CA commenting roles is restricted is made.</li> <li>• Changes related to CA permitting (including removal of “conservation of land” and “pollution”, adding “unstable soil and bedrock”, regulation making powers to exempt development from a CA permit where it has been authorized under the Planning Act, etc.) take effect on a later date (upon proclamation) once a new regulation under Section 28 of the CA Act is in effect. MNRF continues to consult on that regulation through the Environmental Registry (#019-2927).</li> </ul>
Schedule 3: Development Charges Act, 1997	<p>All of the changes in Schedule 3 (Development Charges Act) came into force on the day the bill received Royal Assent, with the exception of provisions relating to development charge exemptions for affordable and attainable housing units, which would take effect upon proclamation.</p>
Schedule 4: Municipal Act, 2001	<p>All of the changes in Schedule 4 (Municipal Act) came into force on the day the bill received Royal Assent.</p> <p>Note: The legislative changes to the Municipal Act give the Minister of Municipal Affairs and Housing authority to make regulations imposing limits and conditions on how municipalities can regulate the demolition and conversion of residential rental properties of six units or more. No regulations have been made at this time.</p>
Schedule 5: New Home Construction Licensing Act, 2017	<p>Many of the amendments in Schedule 5 (New Home Construction Licensing Act) came into force on the day the bill received Royal Assent.</p> <p>The amendments regarding the maximum fine that a court may impose for a subsequent conviction, as well as most of the amendments related</p>

Schedule	Effective Date
Schedule 6: Ontario Heritage Act	<p>to administrative penalties, will come into force on February 1, 2023.</p> <p>Most of the amendments to the Ontario Heritage Act (OHA) made through the bill will be proclaimed into force on January 1, 2023. These include:</p> <ul style="list-style-type: none"> <li>• The new authorities under Part III.1 of the Act that relate to the Standards and Guidelines for Conservation of Provincial Heritage Properties.</li> <li>• Most of the changes to procedures related to municipal registers, including the process and requirements around inclusion of non-designated properties on the municipal registers. However, the requirement for municipalities to make their municipal registers available on a publicly accessible website will not come into force until July 1, 2023 to provide municipalities with time to ensure compliance.</li> <li>• Limiting the ability to issue a Notice of Intention to Designate a property subject to a prescribed event to only those properties included on a municipal register.</li> <li>• The authority to prescribe criteria for determining cultural heritage value or interest for the purposes of including non-designated properties on the municipal register and designating a Heritage Conservation District (HCD).</li> <li>• The authority to set out processes to amend and repeal HCD bylaw in regulation. Note, the Ministry of Citizenship and Multiculturalism will consult on the development of these processes to be set out in regulation in 2023.</li> </ul> <p>Regulatory amendments to O.Reg. 9/06: Criteria for Determining Cultural Heritage Value or Interest will also come into force on January 1, 2023. These changes establish that non-designated properties included on a register must meet one or more of the criteria outlined in the regulation, and that individual properties and HCDs must meet two or more of the criteria included in the regulation in order to be designated. The regulation also includes transitional provisions to address matters underway at the time of the changes coming into force.</p> <p>The outstanding amendments to the OHA made through Bill 108, the More Homes, More Choice Act, 2019, will also be proclaimed into force on January 1, 2023. The amendments speak specifically to the demolition or removal of an attribute that is not a building or structure within an HCD.</p> <p>Regulatory amendments to O.Reg. 358/21: General will come into force on January 1, 2023. These amendments include consequential housekeeping amendments and transition provisions related to the above legislative amendments coming into force.</p> <p>Bill 23 included some minor housekeeping amendments to the OHA that came into force upon Royal Assent. These included repealing the alternative definition of “alter”.</p>
Schedule 7: Ontario Land Tribunal Act, 2001	The changes in Schedule 7 (More Homes Built Faster Act, 2022) will come into force on proclamation.

Schedule	Effective Date
Schedule 8: Ontario Underground Infrastructure Notification System Act, 2012	The changes in Schedule 8 (Ontario Underground Infrastructure Notification System Act, 2012) came into force on the day the bill received Royal Assent.
Schedule 9: Planning Act	<p>The changes in Schedule 9 (Planning Act) all came into force on the day the bill received Royal Assent, with the following exceptions:</p> <ul style="list-style-type: none"> <li>• provisions related to removal of planning responsibilities from certain upper-tier municipalities, which would come into force on a day to be named by proclamation.</li> <li>• provisions related to the exemption of community benefits charge and parkland dedication requirements for affordable and attainable housing units</li> <li>• provisions related encumbered land to be conveyed to municipalities by developers for park or other recreational purposes</li> <li>• provisions related to Conservation Authorities (linked to the changes in Schedule 2) will take effect January 1, 2023</li> </ul>
Schedule 10: Supporting Growth and Housing in York and Durham Regions Act, 2022	<p>Except as otherwise provided, the Act set out in Schedule 10 came into force on the day bill received Royal Assent.</p> <ul style="list-style-type: none"> <li>• Sections 7 to 10, subsection 11 (5) and section 14 come into force on a day to be named by proclamation of the Lieutenant Governor. Once in force, these sections will require a prescribed municipality to develop, construct, and operate the Lake Simcoe phosphorus reduction project and allow the Ontario Clean Water Agency to undertake some or all of that project if ordered to do so by the Lieutenant Governor in Council. The project will also be exempt from the Environmental Assessment Act.</li> <li>• Subsection 85 (1) comes into force on the later of the day subsection 44 (1) of this Act comes into force and the day section 2 of Schedule 5 to the Accelerating Access to Justice Act, 2021 comes into force. Subsection 85 (1) makes consequential changes to the Act arising out of changes to the Expropriations Act in respect of alternative hearings processes.</li> <li>• Subsection 85 (2) comes into force on the later of the day section 61 of this Act comes into force and the day section 42 of Schedule 4 to the Comprehensive Ontario Police Services Act, 2019 comes into force. Subsection 85 (2) makes consequential changes to the Act arising out of the Comprehensive Ontario Police Services Act, 2019 consistent with other Ministry of the Environment, Conservation and Parks legislation. The change would allow a person undertaking an inspection to obtain the assistance of the local police force rather than the Ontario Provincial Police Force.</li> </ul>



## Appendix B

### **Bill 3, the Strong Mayors, Building Homes Act, 2022 and Bill 39, the Better Municipal Governance Act, 2022**

As a result of Bills 3 and 39, changes were made to the Municipal Act, 2001, City of Toronto Act, 2006 and the Municipal Conflict of Interest Act, and regulations were established to give the mayors in Toronto and Ottawa strong mayor powers to help advance shared provincial-municipal priorities, including building new homes. These powers include:

- Choosing to appoint the municipality's chief administrative officer,
- Hiring certain municipal department heads, and establish and re-organize departments,
- Creating committees of council, assigning their functions and appointing the Chairs and Vice-Chairs of committees of council, and
- Proposing the municipal budget, subject to council amendments and a head of council veto and council override process.

The mayors of Toronto and Ottawa can also use strong mayor powers related to provincial priorities. These include:

- Vetoing certain by-laws if the mayor is of the opinion that all or part of the by-law could potentially interfere with a provincial priority,
- Bringing forward matters for council consideration if the mayor is of the opinion that considering the matter could potentially advance a provincial priority, and
- Proposing certain municipal by-laws if the mayor is of the opinion that the proposed by-law could potentially advance a provincial priority. Council can pass these by-laws if more than one-third of council members vote in favour.

The provincial priorities for the purposes of strong mayor powers are prescribed in O. Reg. 580/22 and O. Reg. 582/22 and they are:

1. Building 1.5 million new residential units by December 31, 2031.
2. Constructing and maintaining infrastructure to support housing, including, transit, roads, utilities, and servicing.

Ministry of Municipal  
Affairs and Housing

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December 16, 2022

Dear Head of Council, Municipal Chief Executive Officer and Clerk, and AMO Staff

**Re: Greenbelt Amendments and Revocation of the Central Pickering Development Plan and O. Reg. 154/03**

The government is committed to taking bold action to address Ontario's housing supply crisis by building 1.5 million homes over the next 10 years.

That is why the government has taken further action to support this goal by making changes to the Greenbelt and revoking the Central Pickering Development Plan and the associated Minister's Zoning Order (O. Reg. 154/03) to help build at least 50,000 new homes, while leading to an overall expansion of the Greenbelt by approximately 2,000 acres.

Further to the letters sent on Nov 4, 2022 regarding proposed amendments to the Greenbelt and the letter on October 25, 2022 regarding the proposed revocation of the CPDP, I am writing to provide an update that the government has approved Amendment No. 3 to the Greenbelt Plan (by OIC 1745/2022), amended the Greenbelt Area boundary (O. Reg. 59/05), and revoked the Central Pickering Development Plan (by OIC 1746/2022). The amendments were approved as proposed without modifications.

As Minister, I approved the related amendments to the Oak Ridges Moraine Conservation Plan (O. Reg. 140/02) and revoked the Central Pickering Development Planning Area and the related Minister's Zoning Order (O. Reg. 154/03).

Information on the Greenbelt Area boundary regulation, and the Oak Ridges Moraine Conservation Plan, and the revocation of the Central Pickering Development Plan and Minister's Zoning Order can be found at:

- Designation of Greenbelt Area (O. Reg. 567/22) - <https://www.ontario.ca/laws/regulation/r22567>
- Oak Ridges Moraine Conservation Plan (O. Reg. 568/22) - <https://www.ontario.ca/laws/regulation/r22568>
- Zoning Area - Regional Municipality of Durham, Part of The City of Pickering (O. Reg. 566/22) - <https://www.ontario.ca/laws/regulation/r22566>

Further details on these changes, including updated mapping, will be available online soon.

Thank you to those municipalities who provided feedback. The province looks forward to continued collaboration with municipal partners to get more homes built faster.

Sincerely,

A handwritten signature in black ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

Steve Clark

Minister

- c. Kate Manson-Smith, Deputy Minister, Municipal Affairs and Housing  
Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing, Planning and Growth Division  
Hannah Evans, Assistant Deputy Minister, Municipal Services Division

Warren Fink  
 363 Jeremy's Crescent  
 Mount Forest, Ontario  
 N0G 2L3

To:  
 Council, Township of Wellington North  
 7490 Sideroad 7 West  
 PO Box 125, Kenilworth Ontario  
 N0G 2E0  
 519-848-3620

**Re: Request to rezone 425 & 427 King Street, Mount Forest, from R2 to R3**

I am requesting that Council deny the application from McTrach Capital and 427 Management Service Inc. to rezone 425-427 King St. E., Mount Forest from R2 to R3 in order to construct an 18-unit cluster townhouse.

High density 2 storey 3-bedroom units are NOT in keeping with the small-town rural character of the current neighbourhood.

The residents of the Township of Wellington North rely on the Council to be the caretakers of our community, trusting the Council to listen to our concerns. It is our community.

The County of Wellington Official Plan is based on these precepts and principles.

Following, are excerpts from the Official Plan. (highlights are mine)

**“Wellington County is a good place to live. This plan intends to keep it that way.**

2.1.4 Healthy Communities

Healthy communities are those which:

- provide residents with a sense of control over decisions which affect them

2.4 THE PROVINCE The Provincial government has ultimate legislative responsibility for land use planning and community development. The County has been delegated a number of provincial planning responsibilities and will continue to encourage the Province to allow a greater degree of community control in land use matters affecting Wellington



## 2.7 LOCAL PLANNING

**Local municipalities will continue to manage the development control process.** The use of local zoning by-laws, site plan and development agreements will ensure that local standards are applied to new building activity.

**Factors for Consideration** (despite my best efforts to be brief.)

### **Character of Small Rural Communities**

I believe that it is not in the best interest of this neighbourhood and the greater municipality of Wellington North, to approve this proposed development.

King Street East from Newfoundland Street to London Road is primarily one storey single family detached homes. The only exceptions are the Church at London Road and 6 units of the townhouse complex at 440 King Street east which back onto the south side of King Street. This is 'geared-to-income' rental complex managed by the County of Wellington. It has been in place in excess of 30 years.

The current residents of King Street East moved into the neighbourhood, fully aware of this established townhouse complex. Their reasonable expectation was that the remainder of the homes on the street would be single family detached homes.

The lots at 425 and 427 remained vacant for decades. For whatever reason, the owners did not construct houses or sell to someone who would. During this time all other vacant lots had single family detached homes built on them.

It would be a betrayal by Council to the residents of King Street to drop a high-density development of 18 three-bedroom residential units in between their homes by approving this zone change.

Developers are motivated primarily by profit. People purchase homes for their quality of their lives. People move to small rural towns for the character and quality of their home life.

### **Amenities**

Small towns afford space, fresh air and a relaxed atmosphere. Good quality of life.

There are trade-offs, including lack of many urban amenities. Including, but not limited to, lack of local public transit, lack of mass transit to other communities, lack of theatres (live and video), limited employment opportunities, limited dining options (unless it is pizza, burgers, or sub sandwiches), lack diversity in retail shopping (try buying socks and underwear in Mount Forest), limited grocery options (both in number of stores and limited product variety and stock), limited lumber, home improvement, hardware options.

Often products are not in stock and must be ordered. I have become accustomed to these retail delays and accept that as a trade-off for living in a small-town rural environment.

Packing 18 families onto 2 lots that would normally house 2 families is also a disservice to those residents. That is an increase in density of 900% ! Potentially 50 – 75 people on these 2 lots. Families need space for the health and welfare of their children. The development, as proposed, would only provide green space for each unit of about 30 feet X 25 feet. This begs the question; where will children go to play and still be close to home and parental supervision ? Neighbouring properties, the roadway of King Street ? If a perimeter fence is suggested to prevent trespassing, This will add construction costs, increasing the sale price of the units, creating sightline barriers for both neighbours and residents of the townhouse complex. Thus, eliminating the small-town atmosphere and character.

### **County of Wellington Official Plan**

On reviewing The Official Plan, it is noted that throughout the Plan there are numerous references to maintaining this ‘small-town character’ in existing neighbourhoods, some references I have included below.

2.2.9 **Maintain the small town and rural character** of the County;

#### 3.1 GENERAL STRATEGY

As a general strategy, Wellington will encourage development patterns which:

- are compatible with existing uses
- **maintain small town character**

#### 3.3 GUIDING GROWTH

- to identify and promote opportunities for growth in the built- up areas of urban centres through intensification and redevelopment where this can be accommodated, **taking into account small town scale and historic streetscapes**

The County will encourage an adequate supply and variety of housing at densities that are efficient and **suited to small town character**.

#### 4.4.3 Residential Intensification

This Plan contains policies encouraging intensification primarily in urban centres but also, to a much lesser extent in hamlets. The strategic approach to intensification intends to **retain small town character** and revitalize downtown areas which includes:

#### 4.4 HOUSING

The County will encourage an adequate supply and variety of housing at densities that are efficient and suited to small town character.

The County will encourage an adequate supply and variety of housing at densities that are efficient and suited to small town character.

##### 4.4.3 Residential Intensification

The strategic approach to intensification intends to retain small town character

e) encouraging modest intensification in stable residential areas respecting the character of the area. Stable residential areas are considered to be established areas generally consisting of predominantly low-density housing on local roads with the built boundary;

#### PART 8 DETAILED URBAN CENTRE POLICIES

##### 8.1.2 Overview

Of equal importance is maintaining the livability of urban centres. The residents of Wellington's urban centres value a small-town lifestyle which is distinct from that of larger urban centres. The character of the county's urban centres needs to be protected as growth takes place.

Urban centres are a focus for growth but need to retain a small-town lifestyle.

##### 8.1.3 Vision Statement

b) that the single-detached home will continue to be the dominant form of housing, but a greater variety of housing types will also be available;

##### 8.1.4 Major Objectives

#### 8.3 RESIDENTIAL

##### 8.3.1 Overview

The single-detached home is currently the dominant housing type in urban centres and this situation is expected to continue.

Wellington is strongly committed to preserving the character and integrity of existing residential areas and will make reasonable efforts to ensure that development is compatible with established neighbourhoods. Wellington is also committed to ensuring that controlled growth and development occur within the community in order to maintain and enhance the small-town character of urban centres.

### 8.3.2 Objectives

g) to encourage intensification, development proposals provided they **maintain the stability and character of existing neighbourhoods;**

### 8.3.4 Low-Density Development

The **character of existing low density residential neighbourhoods should generally be protected**

### 8.3.11 Compatibility of New Development

There are some older residential neighbourhoods in most urban centres which have lots with larger than normal frontages and areas. These areas represent a style of development that is typical of small communities in Ontario and is an **important factor in why many people choose to live** in these communities. This Plan attempts to **preserve the charm and integrity of these neighbourhoods** and will make efforts to ensure that future development is sensitive to and compatible with existing residential development.

### **Recent Development in Mount Forest**

Over the last 5 years, there has been a noticeable acceleration in residential construction in Mount Forest. Much of this construction has been duplexes and townhouses. Most of these are single storey, one- and two-bedroom units.

There have been few single-family detached units added to our community. One of the few locations for single-family detached home is Ronnies Way. It runs between Albert Street and King Street, both neighbourhoods of single-detached homes.

Constructing single family homes on 425 and 427 King Street is more in keeping with the atmosphere of the neighbourhood than an 18-unit cluster townhouse complex.

### **Additional Concerns**

#### **Snow Removal / Storm Sewers**

The development, as proposed, appears to cover almost every square foot (except for the back yards) with bricks & mortar and pavement. While this might be a viable option in a large urban community in some parts of Ontario, there are compelling differences to constructing this in Mount Forest. Snow removal and storage is a significant consideration. This winter has not seen typical snowfalls, the proposed amount of space to store snow is woefully inadequate.

Frequently, when snow clearing is being conducted at the townhouse complex at 440 King Street, the residents will typically park their vehicles on King Street. It would be reasonable to



anticipate that residents of the proposed townhouse complex would also be moving their vehicles onto King Street to facilitate snow removal within their complex.

The north part of the lots on King Street adjacent to the back of the lots on Wellington Street have historically been wet, especially after significant rainfall. The terrain slopes downhill from King Street to Wellington Street. Covering these two lots with an 18-unit townhouse complex results in almost no area to absorb rainfall into the ground on these lots. This will either result in surface run-off onto neighbouring properties on King and Wellington Streets or add considerable volume to our municipal storm sewer system.

### **Garbage**

Garbage storage and removal is significant concern.

At the townhouse complex at 440 King Street, garbage and recyclables are piled along King Street adjacent to the entrance to the complex. The visual is unappealing. If there is significant wind, the lighter recyclables are blown onto the street and across onto neighbouring residences. Frequently, recycling containers are left at the curb from the day before collection until the day after collection.

The addition of an 18-unit cluster townhouse could easily compound this problem on King Street, if the developer's assertion that private garbage removal proves to be inadequate, fails or is discontinued.

### **Parking**

The developer asserts that there are 2 parking spaces per unit, including the garage. There are only 4 spaces designated for visitors. The three-bedroom units are being promoted as attractive to families. Families with children probably will have 2 or more vehicles. Realistically, there is only a small percentage of garages that are actually used for parking a daily use vehicle. Parking end to end creates difficulty when both vehicles are in daily use. I would expect that the resident and visitor vehicles will be parked on the interior roadway, with visitor vehicles frequently parking on King Street. This will create unnecessary hazards for emergency vehicles and snow removal.

Daily motor vehicle use is a necessity in small town rural Ontario. This is acknowledged in the Official Plan.

## **12.5 ROADWAYS**

### **12.5.1 General**

Roadways are far and away the most important means of transportation in Wellington. The County of Wellington accepts the heavy reliance on automobiles and trucks in small towns and rural areas and will

make its best efforts at encouraging safe, efficient and convenient community design practices which facilitate people's desires to use automobiles.

### **Final Comment and Request**

- 1: High density 2 storey 3-bedroom townhouse units are NOT in keeping with the character of this neighbourhood
- 2: Retaining the R2 zoning designation for these two lots is necessary in order to maintain the historic small-town character of this King Street neighbourhood
- 3: Request that the developer be encouraged to present a proposal to construct single family dwellings on each of the lots at 425 & 427 King Street East.
- 4: Failing item 3, request that the Township restrict construction at maximum to 1 side-by-side one-storey duplex on each of these lots. This option would increase density by 100% and still approximate the historic character of this street and the community of Mount Forest in Wellington North.

For Your Consideration,

Warren Fink



## WELLINGTON FEDERATION OF AGRICULTURE

[www.wfofa.on.ca](http://www.wfofa.on.ca)

Dear Council,

With the municipal elections behind us, the board of the Wellington Federation of Agriculture would like to welcome you to the new council term. We would also like to introduce ourselves. As the regional division of the Ontario Federation of Agriculture, WFA is a voice for the agricultural community. We are a volunteer board who work towards the promotion, protection and proactivity of agriculture for the nearly 1,500 farm businesses that operate in Wellington County.

Agriculture is an important industry in the Township of Wellington North as well as the top industry in the County. Not only does the agriculture industry supply food, but also fuel, fiber and jobs. Agriculture is not just fields, barns and livestock. Transportation, processing, laboratory testing, machine fabrication, construction and machinery repairs are some of the commercial businesses created out of the agriculture industry. Whereas the province has only four percent of its land capable of being used for agriculture, Wellington County is a special setting as over eighty percent of its land can be used for agriculture. As well, farmland provides water filtration, carbon sequestering, a buffer for wetlands and habitat for wildlife.

As a voice for agriculture in Wellington, WFA reviews the municipal, county and provincial activities and decisions as it pertains to farm businesses, farmland and associated businesses. We often comment on activities that pertain to farmland loss, urban intensification, rural transportation and urban-rural conflict. We understand that councils and their staff cannot understand every aspect of their municipality, so we bring a viewpoint to provide clarity and insight.

Currently, we have great concerns over the future of each municipality in meeting their growth requirements as proposed by Wellington County, to meet the targets set by the province. Developing farmland to meet the targets will result in Wellington North being less able to supply itself for food, clean air and water, will remove established jobs and weaken existing business connected to agriculture.

We appreciate your time in reading this letter and thank you in advance for the correspondence we are sent each month.

Yours in Agricultural spirit,

A handwritten signature in blue ink that reads 'Barclay Nap'. The signature is written in a cursive, flowing style.

Barclay Nap, Vice President WFA

On behalf of the Wellington Federation of Agriculture Board of Directors

cc. WFA Board Member

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 004-23**

**BEING A BY-LAW TO AMEND BY-LAW 069-16 BEING A BY-LAW APPOINT A FACILITY TO IMPOUND LIVESTOCK UNDER THE POUNDS ACT FOR THE TOWNSHIP OF WELLINGTON NORTH**

**WHEREAS**, the Township of Wellington North deems it expedient to amend the by-law to appoint a Poundkeeping facility and trucking services.

**AND WHEREAS** the Corporation of the Township of Wellington North entered into an agreement with David Carson Auctions and David Carson Farms & Auction Services Inc. by By-law 069-16 with respect to the provision of a Poundkeeping facility for livestock and trucking services.

**AND WHEREAS** the parties are desirous of amending the agreement

**THEFORE THE COUNCIL OF THE TOWNSHIP OF WELLINGTON NORTH ENACTS AS FOLLOWS:**

1. That Section 1 of the agreement:  
The Township of Wellington North agrees to pay to David Carson Farms & Auction Services Ltd. an annual retainer of \$500.00 to be paid January 1, a hold fee per day per animal of \$20.00, transportation fee of \$1.20 per kilometer and \$100.00 per hour for labour to load livestock.

Be replaced with

The Township of Wellington North agrees to pay to David Carson Farms & Auction Services Ltd. an annual retainer of \$1,000.00 to be paid January 1, a hold fee per day per animal of \$20.00, transportation fee of \$1.50 per kilometer and \$100.00 per hour for labour to load livestock.

AND that the following clause be included in the agreement:

THAT the agreement shall terminated on December 31, 2026.

2. That the Mayor and the Clerk of the Corporation of the Township of Wellington North are hereby authorized and directed to execute the said to agreement and all other documentation required.



3. That this by-law shall come into force and take effect upon being passed by Council.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
6TH DAY OF FEBRUARY 2023.**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**KARREN WALLACE, CLERK**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 005-23**

**BEING A BY-LAW TO APPOINT A POUNDKEEPER FOR THE  
TOWNSHIP OF WELLINGTON NORTH TO ESTABLISH THE  
DUTIES OF THE POUNDKEEPER ESTABLISH REMUNERATION  
AND REPEAL BY-LAW 068-16**

**WHEREAS**, the Township of Wellington North deems it expedient to appoint a Poundkeeper and set remuneration.

**THEFORE THE COUNCIL OF THE TOWNSHIP OF WELLINGTON NORTH  
ENACTS AS FOLLOWS:**

1. THAT Steve Dineen is hereby appointed Poundkeeper of the Township of Wellington North.
2. AND THAT the Poundkeeper shall have the duty of carrying out and enforcing the *Pounds Act, R.S.O. 1990, c.P.17*, as amended, and any applicable municipal by- laws or any other Act governing impounding of animals.
3. AND THAT remuneration shall be:
  - \$125.00 per call out
  - \$ 40.00 per hour while attending a call
  - \$ 40.00 per hour for attending hearings
  - Mileage at the approved municipal rate
4. That this by-law shall come into force and take effect upon being passed by Council.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS  
6<sup>th</sup> DAY OF FEBRUARY, 2023.**

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**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 006-23**

**BEING A BY-LAW TO AMEND BY-LAW 66-01, BEING A ZONING BY-LAW FOR THE TOWNSHIP OF WELLINGTON NORTH**

WHEREAS, the Council of the Corporation of the Township of Wellington North deems it necessary to amend By-law Number 66-01; as amended pursuant to Sections 34 and 36 of The Planning Act, R.S.O. 1990, as amended

NOW THEREFORE the Council of the Corporation of the Township of Wellington North enacts as follows:

1. THAT Schedule 'A' Map 3 to By-law 66-01 is amended by changing the zoning on lands legally described as Part Park Lot 3, RP 60R2483 Pt 1 & 2 as shown on Schedule "A" attached to and forming part of this By-law from:
  - a. **Residential (R2) to Residential (R3)**
2. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.
3. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

**READ A FIRST, SECOND THIRD TIME THIS 6TH DAY OF FEBRUARY, 2023.**

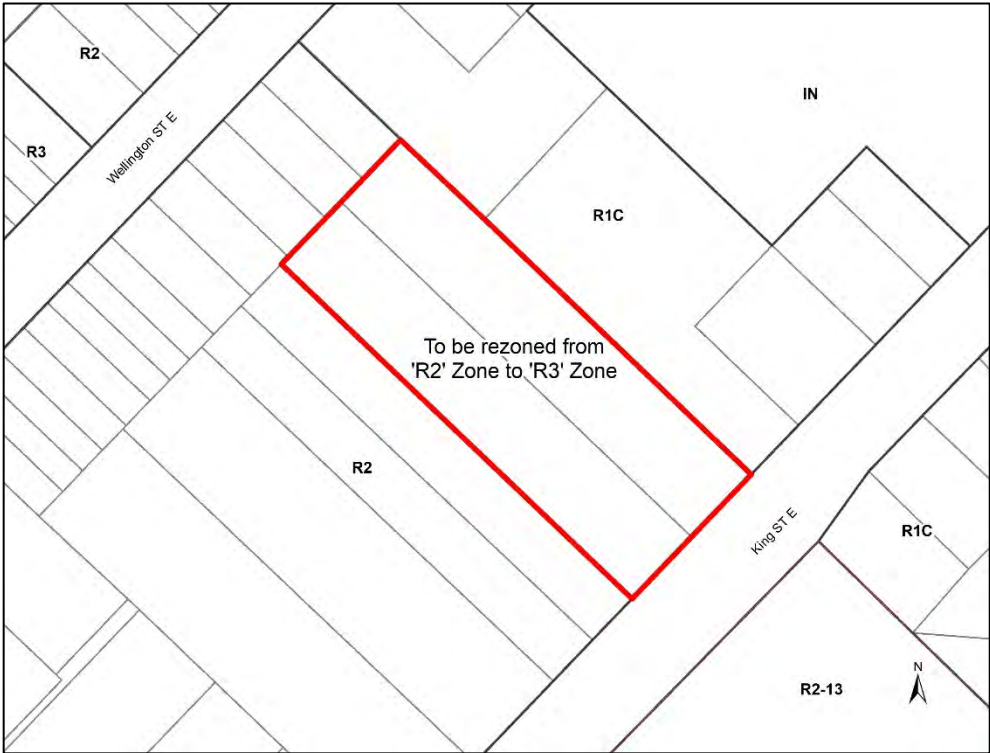
\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**KARREN WALLACE, CLERK**

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO. 006-23

Schedule "A"



This is Schedule "A" to By-law 006-23

Passed this 6th day of February 2023

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



## **EXPLANATORY NOTE**

### **BY-LAW NUMBER 006-23**

#### **THE LOCATION OF THE SUBJECT LANDS**

The property subject to the proposed amendment is described as Part Park Lot 3, RP 60R2483 Pt 1 & 2 and known Municipally as 425-427 King St E, Mount Forest. The property is approximately 0.62 ha (1.53 ac) in size and currently zoned Residential (R2) Zone.

**THE PURPOSE AND EFFECT** of the proposed amendment is to rezone the subject lands from Residential (R2) Zone to Residential (R3) Zone to permit the construction of an 18-unit cluster townhouse development.

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 007-23**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A  
MEMORANDUM OF UNDERSTANDING WITH THE ARTHUR AND  
DISTRICT CHAMBER OF COMMERCE AND REPEAL BY-LAW 007-  
21**

**NOW THEREFORE** the Council of The Corporation of the Township of Wellington North hereby **ENACTS AS FOLLOWS:**

1. THAT the Mayor and the Clerk are authorized to execute a Memorandum of Understanding with the Arthur and District Chamber of Commerce in the form, or substantially the same form as attached as Schedule A.
2. THAT this by-law shall come into force effective February 6, 2023
3. THAT By-law 007-21 is repealed effective February 6, 2023.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 6TH DAY OF FEBRUARY, 2023.**

---

**ANDREW LENNOX, MAYOR**

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**BROOKE LAMBERT, CAO**

## SCHEDULE A



### MEMORANDUM OF UNDERSTANDING BETWEEN

#### Arthur and District Chamber of Commerce and the Township of Wellington North

**THIS AGREEMENT**, made and entered into by and between the **Township of Wellington North** (hereinafter referred to as WN), party of the first part and the **Arthur and District Chamber of Commerce**, (hereinafter referred to as the “Arthur CoC”) party of the second part shall be for a period of two years,

**WHEREAS** WN is a contributor to Arthur CoC; and

**WHEREAS** WN has a fiduciary responsibility to its citizens to ensure prudent expenditure of funds; and

**WHEREAS** WN desires to enter into a M.O.U. with Arthur CoC to assist in business assistance and to support the Arthur CoC in delivering on their goal to be a sustainable & relevant organization that delivers excellent value for its members”; and

**WHEREAS** the Arthur CoC and WN have agreed to form a partnership for the purposes of promoting business interests for the Northern Wellington community; and

**WHEREAS** the parties hereto are committed to a strong and viable economic development program.

**NOW THEREFORE**, for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed as follows:

#### Section One. Intent

1.1 The Township of Wellington North and Arthur Chamber of Commerce recognize the strength and successes of collaboration and cooperation and are partners, along with the Arthur Business Improvement Association and the Mount Forest & District Chamber of Commerce and the Mount Forest BIA in the process of shaping Wellington North’s economic development and business environment and ultimately, its quality of life.

1.2 It is the intent of this document to reflect a formalized cooperative agreement between the two parties and further the business climate in Wellington North in an efficient and effective manner.

1.3 This memorandum identifies the scope of the partnership between WN and the Arthur CoC. This document is not intended to be all-inclusive but rather a document establishing guidelines for the process of developing and sustaining mutually understood roles and responsibilities regarding economic and business development activities in Wellington North.

## Section Two. Governance

- 2.1 The Council of the Township of Wellington North will appoint one council member to be a non-voting member of the Arthur CoC Board of Directors. The Arthur CoC will ensure a full copy of the Board of Directors agenda package is provided to the council representative prior to all Arthur CoC Director Meetings.
- 2.2 Verbal reports and a general update on Municipal and Council activities will be provided by the council representative at Arthur CoC Director Meetings.
- 2.3 The Economic Development Officer (EDO) will attend all Arthur CoC Director Meetings, in a non-voting capacity, and every other meeting will provide a written EDO report, to be distributed to all Directors as part of the agenda package.
- 2.4 The Economic Development Officer will provide the Deputy Clerk of the Township with copies of Arthur CoC Director Meeting minutes and financial reports to be inserted into a council agenda package and shared with all council members.
- 2.5 Additional ad hoc and standing Joint Taskforces and committees may be created between the Township of Wellington North and Arthur CoC by mutual agreement of the parties.
- 2.6 WN recognizes and supports the Arthur CoC mission to serve as the Voice of Business committed to the enhancement of economic prosperity and quality of life in Arthur and surrounding area.”
- 2.7 Arthur CoC recognizes and supports the Township of Wellington North strategic plan and vision statement of *“The Township of Wellington North will continually strive to provide the best service(s) possible, within the available resource base, with a focus on proactively identifying and meeting key community needs, investing in our team, and communicating broadly with ratepayers, residents, and visitors.”*

## Section Three. Finance/Resources

- 3.1 In 2023 and 2024 The Township of Wellington North will allocate an investment of \$10,000.00 to the Arthur CoC. This investment is in recognition of the following:
- \$2,500 in support of Arthur CoC shop local marketing & advertising programs and participation at the Annual General Meeting & Service Excellence Awards. Includes annual sponsorship of Corporate Citizen of the Year Award
  - \$7,500 (estimate of \$625/month) for the rent-free & utility-free use of the building at 146 George Street in Arthur or at another mutually agreed upon location should the Township determine it is necessary to relocate the Chamber Office due to potential future renovations required at 146 George Street.
- 3.2 WN will allocate \$2,500 in funding to the Arthur CoC before May 1<sup>st</sup>, 2023, and May 1<sup>st</sup>, 2024, to correspond to Fiscal Year 2023 & 2024. The rent free and utility free arrangement will continue for the next two years.
- 3.3 WN may allocate additional funds towards specified programs offered by the Arthur CoC and these requests should be directed to either the council representative or the Economic Development Officer.
- 3.4 Arthur CoC is also eligible and encouraged to apply for additional funding through other municipal programs such as the annual Grants & Donations process, Community Improvement Program, etc.



## Section Four. Partnership and Advocacy

4.1 Recognizing the value in unified messaging, WN and Arthur CoC will work collaboratively to share the vision and goals of the Township consistent with the Township Strategic Plan 2023 - 2026 and Arthur CoC Strategic Plan.

4.2 Arthur CoC, the Township of Wellington North along with the Arthur BIA shall collectively be responsible for marketing and branding Arthur as well as the Township of Wellington North as a pro-business destination, including defining its economic vision and image, ensuring that the messaging reflects the established marketing/branding strategy.

4.3 Arthur CoC and WN agree to work collaboratively in implementing the Township of Wellington North Community Growth Plan as adopted by the Township of Wellington North on February 26<sup>th</sup>, 2018, and refreshed in 2022.

## Section Five. Relationship Management

5.1 To maintain an open and beneficial working relationship, Arthur CoC and the Township of Wellington North will engage in regular meetings and updates on progress. It is also acknowledged that all parties should attempt to hold at least one joint meeting a year with the Directors of the Mount Forest Chamber and elected officials and staff of WN. A similar meeting should also take place with the Directors of the Arthur BIA.

5.2 Arthur CoC shall provide an annual financial report to the Township's assigned council representative.

5.3 WN through the EDO and assigned board member will provide monthly updates to Arthur CoC including any municipal led initiatives affecting business and economic development.

Both parties agree to meet annually to review the partnership and report as appropriate to the Township of Wellington North and the Arthur Chamber of Commerce. A new Memorandum of Understanding will be completed in February 2025.

*Bonnie McIntosh*

**Treasurer**

Bonnie McIntosh

Name

signed on Dec 15<sup>th</sup>, 2022.

Date

*Tom Gorecki*

**President**

**Arthur Chamber of Commerce**

Tom Gorecki

Name

signed on Dec 14<sup>th</sup>, 2022.

Date

\_\_\_\_\_  
Chief Administrative Officer

Brooke Lambert

Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

Township of Wellington North

Andrew Lennox

Name

\_\_\_\_\_  
Date

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 008-23**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF A  
MEMORANDUM OF UNDERSTANDING WITH THE MOUNT FOREST  
AND DISTRICT CHAMBER OF COMMERCE AND REPEAL BY-LAW  
006-21**

**NOW THEREFORE** the Council of The Corporation of the Township of Wellington North hereby **ENACTS AS FOLLOWS:**

1. THAT the Mayor and the Clerk are authorized to execute a Memorandum of Understanding with the Mount Forest and District Chamber of Commerce in the form, or substantially the same form as attached as Schedule A.
2. THAT this by-law shall come into force effective February 6, 2023
3. THAT By-law 006-21 is repealed effective February 6, 2023

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 6TH DAY OF FEBRUARY, 2023.**

---

**ANDREW LENNOX, MAYOR**

---

**BROOKE LAMBERT, CAO**

## SCHEDULE A



## MEMORANDUM OF UNDERSTANDING BETWEEN

**Mount Forest and District Chamber of Commerce and the Township of Wellington North**

**THIS AGREEMENT**, made and entered into this 1st day of February 2023 by and between the **Township of Wellington North** (hereinafter referred to as WN), party of the first part and **Mount Forest and District Chamber of Commerce**, (hereinafter referred to as the “MFCoC”) party of the second part shall be for a period of two years,

**WHEREAS** WN is a contributor to MFCoC; and

**WHEREAS** WN has a fiduciary responsibility to its citizens to ensure prudent expenditure of funds; and

**WHEREAS** WN desires to enter into a M.O.U. with MFCoC to assist in business assistance and to support the MFCoC in delivering on Priority # 2 of their Strategic Plan *“To be the model of good governance ensuring a sustainable & relevant organization that delivers excellent value for its members”*; and

**WHEREAS** MFCoC and WN have agreed to form a partnership for the purposes of promoting business interests for the Northern Wellington community; and

**WHEREAS** the parties hereto are committed to a strong and viable economic development program.

**NOW THEREFORE**, for and in consideration of the mutual covenants and promises between the parties hereto, it is hereby agreed as follows:

## Section One. Intent

1.1 The Township of Wellington North and Mount Forest Chamber of Commerce recognize the strength and successes of collaboration and cooperation and are partners, along with the Mount Forest Business Improvement Association and the Arthur & District Chamber of Commerce, in the process of shaping Wellington North’s economic development and business environment and ultimately, its quality of life.

1.2 It is the intent of this document to reflect a formalized cooperative agreement between the two parties and further the business climate in Wellington North in an efficient and effective manner.

1.3 This memorandum identifies the scope of the partnership between WN and MFCoC. This document is not intended to be all-inclusive but rather a document establishing guidelines for the process of developing and sustaining mutually understood roles and responsibilities regarding economic and business development activities in WN.

## Section Two. Governance

- 2.1 The Council of the Township of Wellington North will appoint one council member to be a non-voting member of the MFCoC Board of Directors. The MFCoC will ensure a full copy of the MFCoC Board of Directors agenda package is provided to the council representative prior to all MFCoC Director Meetings.
- 2.2 Verbal reports and a general update on Municipal and Council activities will be provided by the council representative at MFCoC Director Meetings.
- 2.3 The Economic Development Officer (EDO) will attend all MFCoC Director Meetings, in a non-voting capacity, and every other meeting will provide a written EDO report, to be distributed to all Directors as part of the agenda.
- 2.4 The EDO will provide the Deputy Clerk of the Township with copies of MFCoC Director Meeting minutes to be inserted into a council agenda package and shared with all council members.
- 2.5 Additional ad hoc and standing Joint Taskforces and committees may be created between the Township of Wellington North and MFCoC by mutual agreement of the parties.
- 2.6 WN recognizes and supports the MFCoC Strategic Plan and supports its Mission Statement *“To serve as the Voice of Business & community groups committed to the enhancement of economic prosperity and quality of life in Mount Forest and surrounding area.”*
- 2.7 MFCoC recognizes and supports the Township of Wellington North strategic plan and vision statement of *“The Township of Wellington North will continually strive to provide the best service(s) possible, within the available resource base, with a focus on proactively identifying and meeting key community needs, investing in our team, and communicating broadly with ratepayers, residents and visitors”*

## Section Three. Finance/Resources

- 3.1 In 2023 and 2024 The Township of Wellington North will allocate an investment of \$7,500.00 to MFCoC. This investment is notionally allocated to cover the following:
- \$2,500 in support of MFCoC shop local marketing & advertising programs, creation of the Mount Forest Business, Community & Visitor Guide, and participation at the Annual General Meeting & Service Excellence Awards. Includes annual sponsorship of Corporate Citizen of the Year Award
  - \$2,500 in support of the Mount Forest Fireworks Festival
    - Annual contribution to support this municipally significant event
    - Grants & Donations application must be completed & submitted each year by March 31<sup>st</sup>.
  - \$2,500 representing the approximate municipal rebate on the MFCoC annual property tax bill.
- 3.2 The Township of Wellington North will allocate the \$5,000 in funding to the MFCoC before May 1<sup>st</sup>, 2023 and May 1<sup>st</sup>, 2024, to correspond to Fiscal Year 2023 & 2024.
- 3.3 WN may allocate additional funds towards specified programs offered by the MFCoC and these requests should be directed to either the council representative or the Economic Development Officer.
- 3.4 MFCoC is also eligible to apply for additional funding through other municipal programs such as the annual Grants & Donations process, Community Improvement Program, etc.



## Section Four. Partnership and Advocacy

4.1 Recognizing the value in unified messaging, WN and MFCoC will work collaboratively to share the vision and goals of the Township consistent with the Municipal Strategic Plan and MFCoC Strategic Plan.

4.2 MFCoC, the Township of Wellington North along with the Mount Forest BIA shall collectively be responsible to work together for marketing and branding Mount Forest as a pro-business destination, including defining its economic vision and image, ensuring that the messaging reflects the established marketing/branding strategy.

4.3 MFCoC and WN agree to work collaboratively in implementing the Township of Wellington North Community Growth Plan as adopted by the Township of Wellington North on February 26<sup>th</sup>, 2018 and refreshed in 2022.

## Section Five. Relationship Management

5.1 To maintain an open and beneficial working relationship, MFCoC and the Township of Wellington North will engage in regular meetings and updates on progress. It is also acknowledged that all parties should attempt to hold at least one joint meeting a year with the Directors of the Arthur Chamber and elected officials and staff of WN. A similar meeting should also take place with the Directors of the Mount Forest BIA.

5.2 MFCoC shall provide an annual financial report to the Township's assigned council representative.

5.3 WN through the EDO and assigned council member will provide monthly updates to MFCoC including any municipal led initiatives affecting business and economic development.

Both parties agree to meet annually to review the partnership and report as appropriate to the Township of Wellington North and the Mount Forest Chamber of Commerce. A new Memorandum of Understanding will be completed in February 2025.

*Shawn McLeod*

**Past President**

Shawn McLeod

**Name**

signed on January 10<sup>th</sup>, 2023.

**Date**

*Sharon Wenger*

**President**

**Mount Forest Chamber of Commerce**

Sharon Wenger

**Name**

signed on January 5<sup>th</sup>, 2023.

**Date**

\_\_\_\_\_  
**CAO**

Brooke Lambert

**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Mayor**

**Township of Wellington North**

Andrew Lennox

**Name**

\_\_\_\_\_  
**Date**

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 009-23**

**BEING A BY-LAW TO AUTHORIZE THE SALE OF REAL  
PROPERTY PART LOT 10, CONCESSION 7 BEING PART 1 AND 3,  
61R 8962 WELLINGTON NORTH  
PIN: 71115-0100 (LT)**

**WHEREAS** it is deemed to be in the best interests of The Corporation of the Township of Wellington North to convey the following lands:

Part Lot 10, Concession 7 Being Part 1 And 3, 61R 8962 Wellington North

***NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH*** enacts as follows:

1. The lands are hereby declared surplus to the needs of the municipality.
2. The corporation is authorized to enter into an Agreement of Purchase and Sale agreement with Rita Darlene Cudney and Steven Cudney in the form of the draft attached as Schedule "A" for the sale of the lands.
3. The Mayor and the Clerk are hereby authorized and directed to take such and authorize such documents as in the municipal solicitor's opinion are necessary or advisable to carry out the terms of the said agreement.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 6TH DAY OF FEBRUARY 2023.**

**\_\_\_\_\_  
ANDREW LENNOX, MAYOR**

**\_\_\_\_\_  
KARREN WALLACE, CLERK**

**AGREEMENT OF PURCHASE AND SALE (the "Agreement" or "APS")  
this 16<sup>th</sup> day of January, 2023.**

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

(the "Vendor")

-and-

RITA DARLENE CUDNEY AND STEVEN CUDNEY

(the "Purchasers")

**WHEREAS** the Vendor is the owner, in fee simple, of the lands and premises described in Schedule "A" (the "Township Property");

**AND WHEREAS** the Purchasers are the owners, in fee simple, of the lands and premises described in Schedule "B" (the "Cudney Main Property 1" and (the "Cudney Property 2");

**AND WHEREAS** the Vendor agrees to sell a portion of the Township Property to the Purchasers, that portion being those lands and premises described in Schedule "C" (the "Subject Property");

**AND WHEREAS** the Purchasers agree to consolidate the Cudney Main Property; the Cudney Property 2; and, the Subject Property into a single parcel;

**NOW THEREFORE IN CONSIDERATION** of the mutual covenants, premises and valuable consideration in this Agreement, the parties agree as follows:

**SECTION I  
GENERAL**

1. The Purchasers agrees to purchase the Subject Property and the Vendor agrees to sell the Subject Property according to the terms of this Agreement.
2. In consideration of the agreement referred to in the preceding paragraph, the Purchaser shall pay a total Purchase Price of Two Thousand Dollars (\$2,000.00) to the Vendor. The Purchase Price shall be paid as follows:
  - (a) One Thousand Dollars (\$1,000) is payable by the Purchaser by certified cheque upon execution of this Agreement, to be held on an interest free basis by the Solicitor for the Vendor as a deposit pending completion of this transaction on account of the Purchase Price on completion, or if this Agreement is not completed through no fault of the Purchaser, the deposit shall be returned to the Purchaser; and
  - (b) The balance of the Purchase Price, subject to adjustments, shall be paid to the Vendor on the Completion Date, by certified cheque.

**SECTION II  
PURCHASE OF PROPERTY**

3. Deed
  - (a) The Vendor agrees to deed or transfer the Subject Property to the Purchasers subject to the terms of this Agreement.

4. Completion Date
  - (a) The closing of this transaction shall be February 17, 2023 or such other date as mutually agreed upon (the "Completion Date") at which time possession of the Property in "as is, where is" condition shall be given to the Purchaser other than as provided in this APS. The Vendor acknowledges that it has the right and authority to sell the Subject Property.
5. Council Approval
  - (a) This transaction is subject to compliance with Section 270 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended and the approval of the Council of The Corporation of the Township of Wellington North in its sole and absolute discretion by by-law. Council approval shall be obtained on or before the Completion Date, or this agreement will be null and void and the deposit returned without interest or deduction.
6. Documents, Reports and Information
  - (a) The Vendor will produce and deliver to the Purchaser within thirty (30) days of the execution of the APS any documents, reports or information in its possession in respect to the Subject Property. The Purchaser agrees to return all of the above documentation to the Vendor if this transaction is not completed.

**SECTION III  
CONDITIONS, REPRESENTATIONS AND WARRANTIES**

7. "As Is" Condition
  - (a) The Purchasers acknowledges that it is acquiring the Subject Property in an "as is" condition and that it must satisfy itself on or before January 27, 2023 regarding the condition of the Subject Property including, but not limited to, all existing physical conditions of this Subject Property, environmental conditions, fitness for any purpose, suitability for construction, soil bearing capacity for any building proposed, and the availability of municipal services and utilities necessary for the Purchasers' proposed use of the Subject Property. The Purchasers acknowledges that the Vendor shall not be responsible for any physical deficiencies of this Subject Property or for any past, present or future environmental liabilities and hereby waives any claims against the Vendor in respect of any environmental liabilities on this Subject Property. The Purchasers agrees to sign a release and indemnity in favour of the Vendor on or before closing with respect to matters set out in the preceding sentence. If the Purchasers is for any reason whatsoever dissatisfied with the Subject Property, it shall deliver written notice to that effect to the Vendor by no later than the time specified herein, and this Agreement shall be terminated and the deposit shall be returned to the Purchasers without interest or deduction. If the Vendor is notified that the condition of the Subject Property is not satisfactory, then the Purchasers shall, prior to receiving its deposit monies back and prior to being entitled to a full release from the Vendor with respect to this Agreement, restore the Subject Property to its original condition as it existed prior to such testing or inspection by the Purchasers, at the Purchasers' sole expense. If the Purchasers fails to deliver written notice to the Vendor within the time specified herein regarding this condition, this condition shall be deemed to have been waived by the Purchasers.
  - (b) The parties agree that the well and water agreement dated March 17, 1988 and registered as instrument No. RON86608 is no longer in effect and shall be deleted from title prior to Closing.
  - (c) The Purchasers acknowledge and covenant that the Subject Property is not zoned for residential use. The Township shall be responsible to change the current designation to the same designation of the Cudney Main Property 1 and Cudney Property 2. This provision shall survive closing.
8. Investigation by the Purchasers
  - (a) The Purchasers acknowledges having inspected the Subject Property prior to executing the APS and understands that upon the execution by the parties of this APS, and subject to any conditions herein, there shall be a binding agreement of purchase and sale



between the Purchasers and the Vendor. It shall be the Purchasers' responsibility to provide, at its own expense, any soil bearing capacity tests or environmental inspection, as may be required or desired, and the Vendor shall grant the Purchasers access for such testing or inspection at all reasonable times, on reasonable notice, for the purpose of conducting reasonable inspections.

9. Future Use
  - (a) The Vendor and the Purchasers agree that there is no condition, express or implied, representation or warranty of any kind that the future intended use of the Subject Property by the Purchasers is or will be lawful except as may be specifically stipulated elsewhere in this Agreement.
10. Property Not for Resale
  - (a) The Purchasers covenant that they are purchasing the Subject Property as additional vacant land to be added to and consolidated with their existing holdings and not for resale purposes.

#### SECTION IV PRIOR TO COMPLETION DATE

11. Purchasers May Inspect the Property
  - (a) The Purchasers, its agents and contractors shall be permitted to inspect the Subject Property as frequently as is reasonably necessary between the date of acceptance hereof and the Completion Date at reasonable times and upon reasonable notice to the Vendor.
12. Insurance
  - (a) Pending closing, the Vendor shall hold all insurance policies and the proceeds thereof in trust for the parties as their interest may appear and in the event of damage to the Subject Property. The Purchasers may elect to either receive the proceeds of the insurance and complete the purchase or to cancel the APS and have all the deposit monies paid to the Vendor returned together with all interest earned thereon without deduction.

#### SECTION V COMPLETING THE TRANSACTION

13. Deed
  - (a) The Deed or Transfer of the Subject Property will be prepared at the expense of the Purchasers in a form acceptable to the solicitors for the Purchasers and the Purchasers will pay all Land Transfer Tax, Harmonized Sales Tax, surveying and other costs in connection with the registration of it.
  - (b) The Purchasers agrees, at its cost, to register an Application to Consolidate Parcels to consolidate the Cudney Main Property; the Cudney Property 2; and, the Subject Property into a single property within 30 days of the completion of this transaction. The provisions of this paragraph shall survive Closing.
14. Electronic Registration
  - (a) The parties agree that the transaction shall be completed by electronic registration pursuant to Part III of the Land Registration Reform Act, R.S.O. 1990, c.L.4 as amended. The parties acknowledge and agree that the delivery and release of documents may, at the discretion of the lawyer: a) not occur contemporaneously with the registration of the transfer/deed and other registerable documentation, and b) be subject to conditions whereby the lawyer receiving documents and/or money will be required to hold them in trust and not release them except in accordance with the terms of a

written agreement between the lawyers entered into in the form of the Document Registration Agreement adopted by the Joint LSUC-OBOA Committee on Elective Registration of Title Documents.

15. Survey or Reference Plan
  - (a) The Purchaser agrees, at its cost, to have a Reference Plan drafted for the approval by the Township and such approved draft Reference Plan shall be registered on title and will be used to provide a registrable description of the Subject Property.
16. Letters and Reports from Officials of the Vendor
  - (a) On or before the requisition date, the Vendor agrees to provide to the Purchasers, if requested in writing, at the Vendor's expense, letters or reports from the Fire Chief of the Township of Wellington North and the Building and Zoning Department of the Township of Wellington North regarding the status of compliance with all codes, by-laws, rules and regulations with respect to the Subject Property and the buildings located thereon.
17. Examination of Title
  - (a) Title to the Subject Property shall be good and marketable and free from all encumbrances except for any service easements or rights-of-way to be reserved in favour of the Vendor and for any easements or rights-of-way registered on title and any minor encroachments shown on the survey or Reference Plan delivered to the Purchasers.
  - (b) The Purchasers is allowed ten (10) days from the execution of the APS to examine the title to the Subject Property. If on or before this date the Purchasers furnishes the Vendor in writing with any valid objections: to the title; to any undisclosed outstanding work orders; to undisclosed non-compliance with the municipal by-laws or covenants and restrictions which run with the land and cannot be resolved before the Completion Date; as to any objection of which the Vendor shall be unable to remedy or correct by the Completion Date and which the Purchasers will not waive, then this APS shall, notwithstanding any intermediate acts or negotiations, be terminated and the deposit shall be returned to the Purchasers without deduction and the Vendor and the Purchasers shall not be liable for any costs, damages, compensation or expenses.
18. Vendor to Discharge all Encumbrances
  - (a) The Vendor agrees to obtain and register at its own expense, on or before the Completion Date, a discharge of all liens, encumbrances, agreements and mortgages now registered against the Subject Property and not assumed by the Purchasers.
19. Adjustments
  - (a) The Vendor agrees that all security deposits, if any, held by the Vendor including interest thereon shall be credited to the Purchasers in the Statement of Adjustments prepared for the Completion Date.
  - (b) Any rents, mortgage, interest, taxes, local improvements, water and assessment rates shall be apportioned and allowed to the Completion Date, the day itself to be apportioned to the Purchasers.
  - (c) The Purchasers agree that the Purchasers' costs to prepared and register the Reference Plan including survey costs referred to in paragraphs 13(a) and 15(a) above shall be adjusted against the Purchase Price up to a maximum of \$2,000; any additional cost shall be the responsibility of the Purchasers.
  - (d) The Purchasers agree that the Vendor's legal fees and costs in connection with the completion of this transaction shall be paid by the Purchasers and reflected on the statement of adjustments to be paid on Closing.

- (e) The Purchasers agree the Harmonized Sales Tax shall be collected at Closing and reflected on the statement of adjustments subject to the provisions of paragraph 21 below
20. Deliveries by the Vendor To The Purchasers on Closing
- (a) The Vendor covenants and agrees to deliver to the Purchasers on the Completion Date, all such deliveries to be a condition of the Purchasers' obligation to close this transaction, the following:
- (i) A transfer/deed of the Subject Property;
  - (ii) Any survey or reference plan of the Subject Property in the possession of the Vendor;
  - (iii) A Statutory Declaration by an authorized officer of the Vendor stating that accurateness and truthfulness of all of the representations and warranties;
  - (iv) A Statutory Declaration by an authorized officer of the Vendor as to possession of the Subject Property in a form acceptable to the solicitors for the Purchasers;
  - (v) A Statutory Declaration by an authorized officer of the Vendor that it is not now, and upon completion will not be, a "non-resident person" within the meaning and for the purpose of Section 116 of the Income Tax Act, R.S.C., 1985, c. 1 (5th Supp.) as amended;
  - (vi) Certified copies of all appropriate Certificates, By-Laws and other documents of Vendor authorizing the transaction herein; and
  - (vii) Such further documentation and assurances as the Purchasers may reasonably require to complete the transaction contemplated by the APS.
21. Harmonized Sales Tax
- (a) The parties hereto acknowledge and agree that the transaction contemplated herein is subject to the Harmonized Sales Tax (HST) under the Excise Tax Act, R.S.C., 1985, c. E-15 (the "Act") and that the Purchase Price does not include HST. The Vendor shall provide the Purchasers with its HST Business Number. The Purchasers shall pay to the Vendor any HST imposed under the Act payable in connection with the transfer of the Subject Property to the Purchasers, or as it may direct, unless the Purchasers or its nominee, or its assignee, provides:
- (i) a certificate on or before the Completion Date containing a representation and warranty to the Vendor that:
    - (1) it is registered for the purpose of the HST on the Completion Date and specifying the HST registration number;
    - (2) it will self-assess the HST on its GST/HST return or file the prescribed form pursuant to subsection 228(4) of the Act in connection with the purchase of the Subject Property;
    - (3) the Subject Property transferred pursuant to this APS is being purchased by the Purchasers, or its nominee or assignee, as principal for its own account and is not being purchased by the Purchasers as agent, trustee or otherwise on behalf of or for another person, and does not constitute a supply of residential complex made to an individual for the purpose of paragraph 221 (2)(b) of the Act;
    - (4) an indemnity, indemnifying and saving harmless the Vendor from any HST payable on this transaction and penalty and interest relating to HST; and,
    - (5) a notarial true copy of its HST registration confirmation.

**SECTION VI  
MISCELLANEOUS**

22. Entire Agreement
- (a) There is no representation, warranty, collateral agreement or condition affecting this Agreement of the Subject Property other than expressed herein.
23. Tender
- (a) Any tender of documents or moneys hereunder may be made upon the solicitor acting for the party upon whom tender is desired, and it shall be sufficient that a negotiable, certified cheque may be tendered instead of cash.
24. Time of Essence
- (a) Time shall be of the essence of this Agreement.
25. Planning Act
- (a) This Agreement shall be effective only if the provisions of Section 50 of the Planning Act, R.S.O. 1990, c.P.13, as amended are complied with.
26. Notices
- (a) All notices in this Agreement shall be in writing and shall be deemed to have been given if delivered by hand or mailed by ordinary mail, postage prepaid, addressed to the solicitor for the person to whom such notice is intended to be given at the following address:

**Solicitors for the Vendor:**

Kraemer LLP  
ATTENTION: Patrick J. Kraemer  
904 – 50 Queen St. N.  
Kitchener ON N2H 6P4  
Phone: (519) 954-1965  
Fax: (519) 954-1966  
Email: patrick@kraemerllp.com

**Solicitors for the Purchasers:**

Angela Alaimo Professional Corporation  
ATTENTION: Angela Alaimo  
197 George St.  
Arthur, Ontario N0G 1A0  
Phone: (519) 848-3916  
Fax: (519) 848-2395  
Email: angela@angelaalaimolaw.ca

If mailed, such notices must also be given by facsimile transmission on the date it was so mailed. If so given, such notices shall be deemed to have been received on the first business day following the date it was delivered or marked mailed out.

27. Successors and Assigns
- (a) The Purchasers shall be not be permitted to assign any and all of its right, title and interest in and to this APS. This Agreement shall be binding upon the parties hereto and their respective successors and assigns.
28. Schedules
- (a) The following Schedules shall form an integral part of this Agreement:

- (i) Schedule "A" Description of the Township Property;
- (ii) Schedule "B" Description the Cudney Main Property 1; and, Description of the Cudney Property 2; and,
- (iii) Schedule "C" Description of the Subject Property.

29. Acceptance by Fax or Email

- (a) The Purchasers and Vendor acknowledge and agree that the communication of this Agreement of Purchase and Sale may be transmitted by way of facsimile or electronic mail, and that they agree to accept such signatures and documents to be legal and binding upon them.

30. Counterparts

- (a) This agreement may be signed in any number of counterparts, each of which is considered to be an original, and all of which are considered to be the same documents.

31. Severability

- (a) If any provision of this Agreement, or the application thereof to any circumstances, shall be held to be invalid or unenforceable, then the remaining provisions of this Agreement, or the application thereof to other circumstances, shall not be affected, and shall be valid and enforceable.

IN WITNESS WHEREOF the parties have executed this Agreement.

**The Corporation of the Township of Wellington North**

\_\_\_\_\_  
 Andrew Lennox  
 Mayor

\_\_\_\_\_  
 Karren Wallace  
 Clerk

We have authority to bind The Corporation of the Township of Wellington North.

*Rita Darlene Cudney*  
 \_\_\_\_\_  
 RITA DARLENE CUDNEY

*Steven Cudney*  
 \_\_\_\_\_  
 STEVEN CUDNEY

*[Signature]*  
 \_\_\_\_\_  
 Witness  
 Name:

*[Signature]*  
 \_\_\_\_\_  
 Witness  
 Name:



**SCHEDULE "A"**  
**LEGAL DESCRIPTION OF TOWNSHIP PROPERTY**

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North in the County of Wellington, being comprised of:

PT LT 10 CON 7, PTS 1 & 3, 61R8962 ; WELLINGTON NORTH

PIN: 71115-0100 (LT)

**SCHEDULE "B"**  
**DESCRIPTION OF THE CUDNEY MAIN PROPERTY 1; AND,**  
**DESCRIPTION OF THE CUDNEY PROPERTY 2;**

Description of Cudney Main Property 1:

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North in the County of Wellington, being comprised of:

PT LT 10 CON 7 WEST LUTHER PT 2 60R1204; WELLINGTON NORTH

PIN: 71115-0027(LT)

Description of the Cudney Property 2:

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North in the County of Wellington, being comprised of:

PT LT 10 CON 7, PTS 2 & 4, 61R8962 ; WELLINGTON NORTH

PIN: 71115-0099

**SCHEDULE "C"**  
**LEGAL DESCRIPTION OF THE SUBJECT PROPERTY**

ALL AND SINGULAR that certain parcel or tract of land and premises situated, lying and being in the Township of Wellington North in the County of Wellington, being comprised of:

PART OF PT LT 10 CON 7, PTS 1 & 3, 61R8962 ; WELLINGTON NORTH BEING PART \_\_, XRXXXXXX. \_\_\_\_\_

SPLIT FROM PIN: 71115-0100 (LT)

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 011-23**

**BEING A BY-LAW TO AUTHORIZE A SEWAGE ALLOCATION  
AGREEMENT BETWEEN THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH AND 5053745 ONTARIO  
INC. (WILSON)**

**WHEREAS** the Corporation of the Township of Wellington North and 5053745 Ontario Inc. have agreed to enter into a Development Agreement.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH** enacts as follows:

1. The Corporation shall enter into a Development Agreement in substantially the same form as the agreement attached hereto as Schedule A.
2. The Mayor and the Clerk of the Corporation are hereby authorized and directed to sign the said Agreement.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 6TH DAY OF FEBRUARY 2023**

---

**ANDREW LENNOX, MAYOR**

---

**KARREN WALLACE, CLERK**

## DEVELOPMENT AGREEMENT

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**B E T W E E N:**

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**

(the “Township”)

- and -

**5053745 ONTARIO INC.**

(the “Owner”)

**WHEREAS:**

- A. The Owner is the registered owner of the lands described in Schedule “A” (the “**Lands**”);
- B. The Township is the owner of the street(s) upon which the Lands front described in Schedule “B” (“**Birmingham Street and London Road**”);
- C. The County of Wellington Planning and Land Division Committee has approved the severance of the Lands into two (2) lots, which are composed of the land to be conveyed (the “**Apartment Block**”) and the land to be retained (the “**Subdivision Block**”), subject to the conditions of approval for Application B111-21 (the “**Consent Approval**”);
- D. The Consent Approval requires the Owner to enter into an agreement with the Township for the provision of municipal services and the development of the Lands (this “**Agreement**”); and,
- E. The Owner has entered into a subdivision agreement with the Township dated August 29, 2022 (the “**Subdivision Agreement**”) with respect to Plan of Subdivision Application 32T-18004.

NOW THEREFORE in consideration of the premises and terms contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:



1. **Recitals.** The parties acknowledge and declare that the recitals constitute a part of this Agreement and are true and correct in substance and fact.
2. **Building Permits.** The Owner covenants and agrees not to apply for building permits for the Apartment Block until all of the requirements under paragraphs 3, 4, 5, 6, 7, 8, 9 and 10 of this Agreement have been carried out to the satisfaction of the Township.
3. **Construction of the Works.** The Owner covenants and agrees to construct, in their entirety, the drainage, grading, shared infrastructure, servicing, and road works, pursuant to the plans described in Schedule "C" (the "**Works**"), in accordance with the engineer's documents and to the standard and satisfaction of the Township.
4. **Progress of Works.** The Owner shall install all Works in a timely manner, in accordance with the requirements of Schedule "C" and this Agreement. If the Owner fails to do so, or, having commenced the Works, fails or neglects to proceed with reasonable speed, or in the event that the Works are not being installed in the manner required by the Township, then upon the Township giving seven days written notice by prepaid registered mail to the Owner, the Township may, but shall not be obligated to, without further, notice enter upon the Lands and proceed to supply all materials and to do the necessary work in connection with the installation of the Works, including the repair or reconstruction of faulty work and the replacement of materials not in accordance with the specifications, and to charge the cost thereof together with an engineering fee of 10% of the cost of such materials and works to the Owner who shall forthwith pay the same upon demand. If the Owner fails to pay the Township within 30 days of date on the bill, the money owing may be deducted from the Security Deposit described herein, or any such other security posted in respect of the Works under any other agreement between the Township and the Owner. It is understood that in the event that the Township must enter upon the Lands and have the Works completed or repaired as outlined above, any or all original plans, documents and specifications prepared by the Owner's Engineer must be provided to the Township Engineer if required. It is understood and agreed between the parties hereto that such entry upon the Lands shall be as agent for the Owner and shall not be deemed for any purpose whatsoever, as an acceptance or assumption of the Works by the Township. The Township, in addition to all other remedies may refuse to issue building permits until the Works are completely installed in accordance with this Agreement and to the satisfaction of the Township.
5. **Obligation to Grade and Maintain Grading on the Lands.** The Owner shall submit an engineer's design for the grading of the Lands to the satisfaction of and for the approval by the Township (the "**Approved Grading Plans**").
6. The Owner shall construct the development and grade the Lands pursuant to the Approved Grading Plans. The Owner and each subsequent owner shall not block, impede, obstruct, or prevent the flow of surface water as provided for in the Approved Grading Plans by the construction, erection or placement thereon of any damming device, building, structure or other means. The Owner and all subsequent owners of the Lands shall maintain the grading of the Lands in accordance with the Approved Grading Plans. The Township may direct the Owner or subsequent owner to remedy any default in compliance with this paragraph failing which the Township may remedy such default at the Owner or subsequent owner's expense, the cost of which may be added to the tax roll and collected in the same manner as taxes.

7. The Owner shall ensure that driveway access and road improvements can be provided to the Apartment Block to the satisfaction of the Township.
8. The Owner shall provide a traffic impact assessment in respect of the development of the Apartment Block to the satisfaction of the Township.
9. **Engineering Inspection.** During construction and installation of the Works, the Owner shall have on-site engineering inspection in place to the satisfaction of the Township to ensure compliance with the required and approved engineer's plans.
10. **Security.** Prior to the commencement of construction of the Works and obligations required under this Agreement, the Owner shall file with and deliver to the Township either a banker's draft made payable to the Township or an irrevocable Letter of Credit from a Canadian chartered bank satisfactory to the Township, to guarantee all the provisions of this Agreement pertaining to the Works (the "**Security Deposit**"). The Security Deposit shall be equivalent to 100% of the estimated cost of the Works, as set out in Schedule "D" and as approved by the Township Engineer or the Township's Chief Administrative Officer.
11. The Owner acknowledges that it has separately agreed to construct some or all of the Works provided for under this Agreement under the Subdivision Agreement. The Township may, at its sole and absolute discretion, accept the Security Deposit provided under this Agreement as satisfactory security (or partial security) under the Subdivision Agreement and vice-versa, such that the Owner is not required to post security twice for the same works. The Owner acknowledges and agrees, on behalf of itself and its successors and assigns, that, in the event that the Township agrees to accept security on this basis, the Township shall be entitled to have recourse to that security under either agreement and notwithstanding any disposition of the Subdivision Block or the Apartment Block by the Owner.
12. Notwithstanding the foregoing, the Owner's obligation to perform this Agreement, construct the Works, and maintain the Security Deposit as set out herein shall subsist notwithstanding any lapsing, termination, or other occurrence in respect of the Subdivision Block or the Subdivision Agreement.
13. The Owner acknowledges and agrees that the Apartment Block derives a direct benefit from the provision, construction, and installation of the Works to be constructed on the Subdivision Block and that the development of the Apartment Block could not take place without the existence of such Works.
14. **Conflict Between Agreements, Plans or Specifications.** In the event of any conflict between or among the plans and specifications relating to the construction of the Works, or any conflict between or among the requirements of this Agreement and the Subdivision Agreement, the Township Engineer shall decide, in its sole and absolute discretion, which provisions shall prevail.
15. **Access to Subdivision Lands for Construction.** At least 15 days prior to any transfer of the Apartment Block or any other portion of the Lands upon which the Works are to be

- constructed, the Owner's solicitor shall provide to the Township a copy of an in preparation Transfer Easement that shall grant the owner of the Apartment Block an easement over the Subdivision Block for the purposes of enabling an owner of the Apartment Block to carry out the Works on the Subdivision Lands, to the satisfaction of the Township (the "**Access Easement**"). Upon confirmation by the Township that it is satisfied with the in preparation Access Easement, the Owner's Solicitor shall provide an undertaking in writing to provide to the Township within 30 days of the date of registration in the Land Registry/Land Titles Office for Wellington (No. 61) a copy of the receipted and registered Access Easement.
16. The Security Deposit shall be kept in full force and effect until such time as the Owner's engineer confirms and the Township accepts that:
    - (i) the Owner has constructed, or caused to be constructed, the Works on both the Apartment and Subdivision Blocks, the maintenance period has expired and all remedial work and deficiencies have been corrected as described in paragraph 17 below;
    - (ii) the Owner has completed the grading as described in paragraph 6 above; and
    - (iii) the Owner has performed all of its obligations under this Agreement and the Subdivision Agreement.
  17. **Maintenance Period.** Subject to paragraph 18 below, the Owner guarantees the performance of the Works for a period of two (2) years after the completion of the Works (the "Maintenance Period").
  18. Upon expiry of the Maintenance Period, the Owner's engineer shall provide a letter to the Township confirming all of the deficiencies have been corrected. Such letter will act as notice for a request to the Township Engineer to conduct a maintenance clearance inspection, such inspection shall be conducted within twenty (20) days after receipt of the notice.
  19. **As-Constructed Drawings.** Within six (6) months from the completion of the Works and the Approved Grading Plans, in order to maintain all records of construction and to advise the Township Engineer of all construction changes and to provide final "as constructed" drawings and electronic (AutoCAD Release 2014 or later and Portable Document Format) of the "as constructed" drawings shall be submitted to the Township prior to the issuance of the Certificate of Final Acceptance (refer to current Township Municipal Servicing Standards for current drawing submission requirements).
  20. **The Township's Professional Fees and Disbursements.** The Owner shall reimburse the Township for all of its engineering and legal expenses including professional fees and disbursements in connection with the development and implementation of this Agreement and further the Owner shall pay the sum of FIVE THOUSAND DOLLARS (\$5,000.00) to the Township on or before the signing of this Agreement as a deposit toward such professional fees and disbursements. At the time that the deposit has been depleted below the sum of FIVE HUNDRED DOLLARS (\$500.00) the Owner shall pay another deposit in the same or lesser amount as determined by the Township, and if necessary thereafter such further deposits shall be made until the depletion of the amount of any deposit on hand below the sum of \$500.00 until the requirements under paragraphs 2 to 18 have been

completed. Without limiting the foregoing, the Owner shall reimburse the Township for all of the Township's third party review costs relating to approvals required from the Township under this Agreement.

21. **Local Services.** The Owner acknowledges and agrees that the requirement to construct the services and facilities under this Agreement is pursuant to the Condition of Approval under Section 53 of the *Planning Act* and these are local services pursuant to subsection 59 (2) of the *Development Charges Act, 1997* installed by or paid for by the Owner.
22. **Development Charges Credits.** The Owner hereby releases and forever discharges the Township from any and all claims relating to payments under this Agreement, for credits against Development Charges payable under any by-law of the Township passed under the *Development Charges Act, 1997* with respect to the development of the Development Lands.
23. **MECP Approvals.** The Owner shall ensure that all necessary permits or certificates from the Ministry of the Environment, Conservation and Parks have been obtained at its sole cost with respect to the Works and obligations required under this Agreement prior to the commencement of any of the Works and obligations requiring such permit or certificate.
24. **Insurance.** The Owner shall obtain and maintain in full force and effect a policy of comprehensive general liability insurance, providing coverage for a limit of not less than \$5,000,000.00 for each occurrence of a claim of bodily injury (including personal injury), death or property damage, including loss of use thereof, that may arise directly or indirectly out of the acts or omissions of the Owner. Such policy or policies shall be issued in the joint names of the Owner, the Township and the Township's consulting engineer and the form and content shall be subject to the approval of the Township. The policy shall be in effect for the period of this agreement. The issuance of such policy or policies of insurance shall not be construed as relieving the Owner from responsibility for other or larger claims, if any, for which it may be held responsible. Proof of insurance shall be provided on an annual basis. The policy shall specify that it cannot be altered, cancelled or allowed to lapse unless prior notice by registered mail has been received thirty (30) days in advance by the Township.
25. **Registration of Agreement.** This Agreement shall be registered against the Lands by the Owner prior to the issuance by the Township of a clearance letter to the Wellington County Land Division Committee of the severance conditions for the Consent Approval.
26. **Mortgagee Postponement and Subordination.** The Owner covenants and agrees, at its own expense, to obtain and register such documentation from its mortgagees or encumbrance holders as may be deemed necessary by the Township to postpone and subordinate their interest in the lands to the interest of the Township to the extent that this Agreement shall take effect and have priority as if it had been executed and registered before the execution and registration of the document or documents giving to the mortgagees and/or encumbrance holders their interest in the lands.
27. **Indemnification.** The Owner hereby agrees to indemnify and save completely harmless the Township, its agents, employees, and servants, from and against all claims, demands, losses, damages, debts, actions, cause of action, suits, proceedings or costs whatsoever, at

law or in equity, suffered or incurred by the Township whether directly or indirectly, as a result of this Agreement, the lands, or as a result of any other matter or thing in connection therewith or pertaining thereto, including any aspect of construction review by the Township or its agents, or the carrying out of the Owner's obligations in this Agreement, or from the Owner having entered into this Agreement, or which may arise directly, or indirectly, from or by reason of the Owner undertaking construction on the lands. This includes claims pursuant to the *Construction Act*, in tort, in contract or otherwise.

28. **Construction Act.** The Owner covenants and agrees that it will hold back in its payments to any contractor or supplier to the Works, such amounts as may be required under the provisions of the *Construction Act*. The Owner agrees to indemnify and save harmless the Township from and against all claims, demands, actions, causes of action and costs resulting from any construction being performed by the Owner, its agents and assigns pursuant to the requirements of this Agreement. On demand by the Township, the Owner will take such steps as may be necessary to immediately discharge all liens registered upon Oxford St or any Township lands failing which the Township may take any steps necessary to discharge same and the Owner shall be liable for all costs on a full indemnity basis.
29. **Waiver.** The failure of the Township at any time to require performance by the Owner of any obligation under this Agreement shall in no way affect its right thereafter to enforce such obligation, nor shall the waiver by the Township of the performance of any obligation be taken or be held to be a waiver of the performance of the same or any other obligation at any later time. The Township shall specifically retain its rights at law to enforce this Agreement.
30. **Applicable Law.** Nothing in this Agreement exempts the Owner or anyone claiming by or through or under him from compliance with any by-law, or any statute or regulation of Ontario or of Canada or of any other law, nor exempts the Owner from any liability accruing to it as the owner of the lands.
31. **No Challenge to Agreement.** The parties covenant and agree with each other not to call into question or challenge, directly or indirectly, in any proceeding or action in court, or before any administrative tribunal, the party's right to enter into and enforce this Agreement. The law of contract applies to the Agreement and the parties are entitled to all remedies arising from it.
32. **Stop Work Order.** In addition to any other remedy the Township may have under this Agreement or any other Agreement, in the event of any default by the Owner, or by its agents, servants, heirs, executors, administrators, successors, or assigns of any provision of this Agreement, the Township may enforce its rights pursuant to this Agreement by issuing a stop work order, whereupon the Owner shall cease and desists from any and all work on the Lands or any part thereof,
33. **Enforcement.** The Owner acknowledges that the Township, in addition to any other remedy it may have at law, shall also be entitled to enforce this Agreement in accordance with Section 446 of the *Municipal Act, 2001* as amended.



34. **Development of Lands.** It is agreed and understood that the Owner intends to develop the Lands such development will be facilitated by the construction of the Works. Prior to such development, the Owner may be required to enter into other agreements with the Township in accordance with its normal policies and applicable laws for land development.
35. **Enurement.** The covenants, agreements, stipulations, declarations and provisions contained herein, including the obligation to construct the Works, shall run with the lands and shall be binding upon the Owner and their heirs, administrators, successors and assigns and the benefit thereof shall enure to the Township and its successors and assigns.

IN WITNESS WHEREOF this Agreement has been signed by the parties on the date first mentioned above.

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

---

Andrew Lennox - Mayor

---

Karren Wallace - Clerk

We have authority to bind the corporation.

**5053745 ONTARIO INC.**

---

Brad Wilson - President

I have authority to bind the corporation.

Developers Mailing Address:	P.O. Box 7, Mount Forest, ON, N0G 2L0
Developers Phone Number:	519-369-4209
Developers Email Address:	brad@wilsoncorp.ca

**Schedule "A"**  
**DESCRIPTION OF THE LANDS**

PART OF PARK LOT 4 SOUTH SIDE OF DURHAM STREET AND EAST SIDE OF MAIN STREET, PLAN OF THE TOWN BEING PART 1 61R 22218; TOWNSHIP OF WELLINGTON NORTH

PIN: 71066-0139 (LT)

**Schedule "B"**  
**DESCRIPTION OF STREETS**

1. LONDON ROAD PL TOWN OF MOUNT FOREST MOUNT FOREST  
LYING BTN SLIGO RD & RDAL BTN CON 3 & CON 4 TWP OF  
EGREMONT; WELLINGTON NORTH

PIN: 71074-0001(LT)

2. BIRMINGHAM ST PL TOWN OF MOUNT FOREST WELLINGTON  
NORTH BTN CHURCH ST & LONDON RD; WELLINGTON NORTH

PIN: 71066-0018(LT)

**Schedule “C”  
DESCRIPTION OF THE WORKS TO BE CONSTRUCTED**

**Approved Documents**

London Road Apartments, Town of Mount Forest, Contract No. 22-03706-01, Engineer’s Drawings prepared by Cobide Engineering Inc., 517 10<sup>th</sup> Street, Hanover, Ontario, N4N 1R4, bearing the signature and seal of T.L. Burnside, P.Eng., Registered Professional Engineer over the date of Jan 19, 2023, including the following drawings:


DOCUMENT NUMBER	DOCUMENT NAME	REVISION NUMBER	REVISION DATE	PREPARED BY
03706-TS	Title Sheet	3	JAN 19/23	Cobide Engineering Inc.
03706-SP1	General Site Plan	3	JAN 19/23	Cobide Engineering Inc.
03706-STM1	Storm Sewer Drainage Areas	3	JAN 19/23	Cobide Engineering Inc.
03706-SS1	Site Servicing Plan	3	JAN 19/23	Cobide Engineering Inc.
03706-SG1	Site Grading Plan	3	JAN 19/23	Cobide Engineering Inc.
03706-ESC1	Erosion & Sedimentation Control Plan	3	JAN 19/23	Cobide Engineering Inc.
03706-DET1	Miscellaneous Details	3	JAN 19/23	Cobide Engineering Inc.
	Storm Sewer Design Sheet, 100 year storm		Dec. 22, 2022	Cobide Engineering Inc.

DOCUMENT NUMBER	DOCUMENT NAME	REVISION NUMBER	REVISION DATE	PREPARED BY
A0.3	Site Plan	7	2022.12.08	G.M. Diemert Architect Inc.
A2.1	Elevations – South & East	5	2022.10.31	G.M. Diemert Architect Inc.
A2.2	Elevations – North, West & W9	5	2022.10.31	G.M. Diemert Architect Inc.
	Stormceptor EF Sizing Report		07/29/2022	
	Supplemental Geotechnical Review Letter		Nov. 3, 2022	GM BluePlan

**Schedule "D"**  
**PROBABLE COST OF THE WORKS**

Cost estimate is dated August 9, 2022 prepared by Cobide Engineering Inc.

Construction Price of \$1,657,768.90 and Municipal share being \$2,500.00.

Project No. 01809		August 9, 2022			
		<b>Jack's Way Subdivision - Mount Forest Construction Cost Estimate Township of Wellington North</b>			
Item	Tender Cost Summary				Total
1.0	General Construction Items and Removals				\$100,790.00
2.0	Sanitary Sewers and Appurtenances				\$246,800.00
3.0	Watermain and Appurtenances				\$171,440.00
4.0	Storm Works/Sewers				\$304,270.00
5.0	Road Works				\$421,675.00
6.0	Electrical Servicing				\$25,200.00
7.0	Contingency Allowance (5%)				\$63,508.75
8.0	10% Engineering				\$133,368.38
9.0	13% HST				\$190,716.78
<b>Total Preliminary Cost</b>					<b>\$1,657,768.90</b>
Item	General Construction Items and Removals	Quantity	Unit	Unit Price	Total
1.01	Mobilization/Demobilization	100%	LS	\$10,000.00	\$10,000.00
1.02	Materials Testing	100%	LS	\$20,000.00	\$20,000.00
1.03	Traffic Control	100%	LS	\$2,500.00	\$2,500.00
1.04	Supply, Install, Maintain and Remove Temporary Mud Mat (Provisional)	1	Each	\$1,500.00	\$1,500.00
1.05	Supply, Install, Maintain and Remove Light-Duty Silt Fence	730	m	\$18.00	\$13,140.00
1.06	Supply, Install, Maintain and Remove Rock Check Dams	3	Each	\$700.00	\$2,100.00
1.07	Clearing and Grubbing	100%	LS	\$7,500.00	\$7,500.00
1.08	Topsoil Stripping (Ditch on Birmingham Street)	1,950	m <sup>2</sup>	\$5.00	\$9,750.00
1.09	Cut/Fill on Site (Road Allowance and Pond Only)	3,950	m <sup>2</sup>	\$8.00	\$31,600.00
1.10	Supply and Install Trees	9	Each	\$300.00	\$2,700.00
<b>Total Section 1.0</b>					<b>\$100,790.00</b>
Item	Sanitary Sewers and Appurtenances	Quantity	Unit	Unit Price	Total
2.01	375 mm dia. PVC SDR-35 Sanitary Sewer	71	m	\$320.00	\$22,720.00
2.02	250 mm dia. PVC SDR-35 Sanitary Sewer	366	m	\$240.00	\$87,840.00
2.03	200 mm dia. PVC SDR-35 Sanitary Sewer	14	m	\$210.00	\$2,940.00
2.04	1200 mm dia. Sanitary Manhole	8	Each	\$6,500.00	\$52,000.00
2.05	125 mm dia. Sanitary Service	31	Each	\$1,800.00	\$55,800.00
2.06	Connect Proposed Sanitary Sewer to Existing Sanitary Manhole	1	Each	\$1,500.00	\$1,500.00
2.07	Closed Circuit Television Inspection- Substantial Performance	100%	LS	\$12,000.00	\$12,000.00
2.08	Closed Circuit Television Inspection- 3 Months Prior to End of Warranty Period	100%	LS	\$12,000.00	\$12,000.00
<b>Total Section 2.0</b>					<b>\$246,800.00</b>
Item	Watermain and Appurtenances	Quantity	Unit	Unit Price	Total
3.01	150 mm dia. PVC DR 18 Watermain	222	m	\$210.00	\$46,620.00
3.02	150 mm dia. Gate Valve	2	Each	\$3,500.00	\$7,000.00
3.03	200 mm dia. PVC DR 18 Watermain	32	m	\$210.00	\$6,720.00
3.04	250 mm dia. PVC DR 18 Watermain	145	m	\$240.00	\$34,800.00
3.05	250 mm dia. Gate Valve	1	Each	\$4,000.00	\$4,000.00
3.06	Supply & Install Fire Hydrant c/w Hydrant Sign and Test Box	1	Each	\$10,000.00	\$10,000.00
3.07	Supply & Install 19mm dia. Water Service	31	Each	\$1,500.00	\$46,500.00
3.08	Watermain Insulation	28	m	\$100.00	\$2,800.00
3.09	Connect to Existing Watermain	2	Each	\$4,000.00	\$8,000.00
3.10	Commission Watermain	100%	LS	\$5,000.00	\$5,000.00
<b>Total Section 3.0</b>					<b>\$171,440.00</b>
Item	Storm Works/Sewers	Quantity	Unit	Unit Price	Total
4.01	250 mm dia. HDPE Storm Sewer	22	m	\$180.00	\$3,960.00
4.02	300 mm dia. HDPE Storm Sewer	268	m	\$190.00	\$50,920.00
4.03	375 mm dia. HDPE Storm Sewer	19	m	\$200.00	\$3,800.00
4.04	450 mm dia. HDPE Storm Sewer	93	m	\$220.00	\$20,460.00
4.05	Connect Proposed Storm Sewer to Existing Storm Manhole	1	Each	\$1,500.00	\$1,500.00
4.06	Supply & Install 1200 mm dia. Precast Concrete Manhole	3	Each	\$4,000.00	\$12,000.00
4.07	Supply & Install 1200 mm dia. Precast Concrete Catchbasin Manhole	2	Each	\$4,200.00	\$8,400.00
4.08	Supply & Install 600 x 600 mm Precast Concrete Catchbasin	6	Each	\$3,500.00	\$21,000.00
4.09	Supply & Install 1500 mm dia. Precast Concrete Twin Inlet Catchbasin Manhole c/w Tideflex check valve	1	Each	\$10,000.00	\$10,000.00
4.10	Supply & Install 600 x 1450 mm Precast Concrete Twin Inlet Catchbasin	1	Each	\$4,250.00	\$4,250.00
4.11	Supply & Install HDPE Inlet Basin	4	Each	\$4,000.00	\$16,000.00
4.12	Supply & Install Oil Grit Separator Unit	1	Each	\$40,000.00	\$40,000.00
4.13	Supply & Install 100 mm dia. Storm Sewer Lateral	31	Each	\$1,400.00	\$43,400.00
4.14	Supply & Install 150 mm dia. Perforated Subdrain	402	m	\$40.00	\$16,080.00
4.15	Supply & Place Rip-Rap c/w Geotextile	85	m <sup>2</sup>	\$100.00	\$8,500.00
4.16	Supply & Install Duramat Interlocking Open Cell Concrete Pavers (Pond Outlet and Overflow)	100%	LS	\$10,000.00	\$10,000.00
4.17	Supply & Install Concrete Headwall c/w Orifice and Trash Grate	1	Each	\$10,000.00	\$10,000.00
4.18	Closed Circuit Television Inspection- Substantial Performance	100%	LS	\$12,000.00	\$12,000.00



4.19	Closed Circuit Television Inspection- 3 Months Prior to End of Warranty Period	100%	LS	\$12,000.00	\$12,000.00
<b>Total Section 4.0</b>					<b>\$304,270.00</b>
<b>5.0</b>	<b>Road Works</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
5.01	Subgrade & Boulevard Preparation	100%	LS	\$7,500.00	\$7,500.00
5.02	Supply & Place Granular 'B'	4,300	Tonne	\$17.00	\$73,100.00
5.03	Supply & Place Granular 'A'	1,800	Tonne	\$19.00	\$34,200.00
5.04	HL-4 Hot Mix Asphalt (50mm Base Course)	315	Tonne	\$160.00	\$50,400.00
5.05	HL-3 Hot Mix Asphalt (40mm Surface Course)	240	Tonne	\$160.00	\$38,400.00
5.06	Supply & Install Concrete Barrier Curb and Gutter (OPSD 600.040)	23	m	\$100.00	\$2,300.00
5.07	Supply & Install Concrete Mountable Curb and Gutter (OPSD 600.100)	365	m	\$85.00	\$31,025.00
5.08	Install Concrete Spillway (OPSD 604.010)	2	Each	\$2,000.00	\$4,000.00
5.09	Supply & Install 1.5 m Concrete Sidewalk (150mm thickness in driveways)	245	m <sup>2</sup>	\$100.00	\$24,500.00
5.10	Supply & Install Tactile Plates	3	Each	\$500.00	\$1,500.00
5.11	Concrete Pad for Canada Post Community Mailbox	5	m <sup>2</sup>	\$700.00	\$3,500.00
5.12	Dust Control	100%	LS	\$2,500.00	\$2,500.00
5.13	Supply & Install Traffic Signs	8	Each	\$500.00	\$4,000.00
5.14	Supply & Install Fencing	71	m	\$300.00	\$21,300.00
5.15	Construct Stone Dust Trail	1,210	m <sup>2</sup>	\$20.00	\$24,200.00
5.16	Supply & Install Maintenance Access Gates	4	Each	\$1,000.00	\$4,000.00
5.17	Supply & Install Erosion Control Blanket (Provisional)	1,950	m <sup>2</sup>	\$5.00	\$9,750.00
5.18	Supply & Place Topsoil and Sod (Ditch on Birmingham Street)	2,100	m <sup>2</sup>	\$15.00	\$31,500.00
5.19	Supply & Place Topsoil, Seed, and Mulch (Stormwater Management Pond)	2,900	m <sup>2</sup>	\$10.00	\$29,000.00
5.20	Supply & Install Road Crossing Ducts (3 crossings, 15 ducts each)	100%	LS	\$25,000.00	\$25,000.00
<b>Total Section 5.0</b>					<b>\$421,675.00</b>
<b>6.0</b>	<b>Electrical Servicing</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
6.01	Streetlights	6	Each	\$4,200.00	\$25,200.00
<b>Total Section 6.0</b>					<b>\$25,200.00</b>

**Notes:**

1. The Estimate of Construction costs is provide for budgetary purposes only. This is not to be interpreted as a guarantee by Cobide Engineering Inc. as a guarentee of actual construction costs



*Preserving, promoting, and developing Wellington North's unique cultural resources to build a vibrant community and a prosperous economy.*

### CULTURAL MOMENT FOR FEBRUARY 6TH CELEBRATES THE RAW CARROT SOUP ENTERPRISE

The Raw Carrot is a social enterprise that began in Paris, Ontario in 2014, as an initiative of the Paris Presbyterian Church. The Church wanted to support those individuals in their congregation struggling to meet basic needs. These individuals relied on the church for financial and social support; however they found it difficult to find employment to change their circumstances. The Raw Carrot became a social franchise when it opened its second location in Mount Forest in 2017 in the United Church and now has 4 locations in Ontario.



social enterprises have a double bottom line of both purpose and profit, to ensure their sustainability as organizations. The Raw Carrot hires individuals on the Ontario Disability Support Program to cook and package handcrafted gourmet soup. The soup is sold in retailers and farmers' markets in the local community and soup can also be ordered online at [therawcarrot.com/order-online](http://therawcarrot.com/order-online). The individuals hired are provided with a supportive work environment and on the job training. They gain valuable skills while earning additional income to help meet some basic needs.

The Raw Carrot Soup Enterprise has an Advisory Board that help strengthen, support, encourage, challenge, hold accountable and help govern its growth. They partner with churches who donate the use of their commercial kitchens, with local employment agencies who offer job coaching and job subsidy for new staff, with local community groups who support them through soup sales, with service clubs that provide small grants, and with small business centres that provide advice and support in running a social franchise.



Locally, the Township of Wellington North has been very supportive of The Raw Carrot, as has Kindred Credit Union. Some local retailers in Wellington North that sell this delicious soup are Foodland in Arthur and Mount Forest, and Meat the Butcher in Mount Forest. You can also find a booth at the Mount Forest Farmers Market and at various vendor and craft markets throughout the year.

Submitted by Sue Doherty on behalf of the Wellington North Cultural Roundtable

**THE CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH**

**BY-LAW NUMBER 012-23**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE  
COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF  
WELLINGTON NORTH AT ITS REGULAR MEETING HELD ON  
FEBRUARY 6, 2023**

**WHEREAS** Section 5 of the Municipal Act, S.O. 2001 c.25 (hereinafter called "the Act") provides that the powers of a Municipal Corporation shall be exercised by its Council;

**AND WHEREAS** Section 5(3) of the Act states, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

**NOW THEREFORE** the Council of The Corporation of the Township of Wellington North hereby **ENACTS AS FOLLOWS:**

1. The action of the Council of the Corporation of the Township of Wellington North taken at its meeting held on February 6, 2023 in respect of each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Wellington North at its meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law.
2. That the Mayor and the proper officials of the Corporation of the Township of Wellington North are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Wellington North referred to in the proceeding section hereof.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Township of Wellington North.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 6TH DAY OF FEBRUARY, 2023.**

\_\_\_\_\_  
**ANDREW LENNOX, MAYOR**

\_\_\_\_\_  
**KARREN WALLACE, CLERK**